

WRITE OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE

POLICY

Implementation Date: 3/6/12

Definition

It is the policy of CSU San Marcos that debts and accounts receivable balances determined to be uncollectible be written off in a timely manner. CSU San Marcos has prepared written procedures, which are held in their respective areas to implement this policy.

Debt and accounts receivable balances determined to be uncollectible are written off by the close of the fiscal year. Reserves for doubtful accounts are established based on type of outstanding debt and expectations of repayment.

CSU San Marcos requires that the Chief Financial Officer (CFO) approve the write off of balances \$5,000 and more. The CFO may delegate authority for approving the write off of balances below \$5,000.

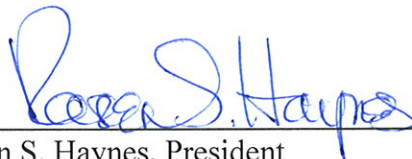
Authority

- ICSUAM CSU Policy 3132.01
- Education Code 89750.5(c)
- Title 5 California Code of Regulations, Section 42380 - Debts Owed California State University
- State Administrative Manual (SAM) - Sec. 8776.6

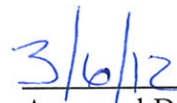
Scope

The policy applies to all campus departments and activities as it relates to the billing for services rendered to recover direct costs and an appropriate allocation of direct costs.

The policy applies to all student accounts that are either uncollectable or the amounts involved do not justify the cost of collection and are two years and older.



Karen S. Haynes, President



Approval Date