

## **Section F Accounts Receivable**

### **NDSU Policy 504**

NDSU departments are authorized to allow customers to charge goods and/or services payable within thirty days. NDSU will use the Uniform Accounting System's accounts receivable system as its official central accounts receivable system. Exceptions may be granted by the NDSU controller or business office manager.

Departments are responsible for initiating customer invoices and processing the transaction either on a charge form to the NDSU Business Office, or directly inputting the transaction to the central accounts receivable system. Once in the central accounts receivable system, the Business Office is responsible for sending out monthly customer statements and pursuing collections under the Policy 513.

Customers are asked to remit their payments directly to the Business Office. Payments that are sent in error to the originating department must be brought to the Business Office and identified as a payment on accounts receivable.

The NDSU Business Office and university departments are authorized to initiate adjustments to customer accounts due to initial billing errors, customer returns, or similar reasons.

Bad debt write-offs must be approved by the NDSU Business Office Manager.

### **Department Guidelines**

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