

Chapter: **3. Financial Management**

3140.1: STUDENT ACCOUNTS RECEIVABLE

PROCEDURE NUMBER: **3140.1**
PROCEDURE TITLE: **STUDENT ACCOUNTS RECEIVABLE**
BASED ON POLICY: **III-1: COMMUNITY COLLEGE BUSINESS AFFAIRS**
EFFECTIVE DATE: **September 15, 1969**
DATE OF LAST ISSUE:

I. PURPOSE:

To provide an orderly and accurate record of student funds owed to the college and the collection of these funds.

II. PROCEDURE:

- A. The Bursar receives from the computer a listing of all students who used college Financial Aid and/or Charge Accounts to pay their fees.

- B. The Bursar receives from the Admissions Department, Registrar's Department, Campus Services Department, and any other department within the college, information regarding organizations and persons who are indebted to the college. An accounts receivable is set up for each account and is billed accordingly. Additional statements and contracts are made periodically.

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