



ASSOCIATED STUDENTS  
SAN FRANCISCO STATE UNIVERSITY

POLICY STATEMENT #302  
REVISED 11/02/2022

## ACCOUNTS RECEIVABLE POLICY

BACKGROUND AND PURPOSE .....	1
POLICY STATEMENT.....	1
APPLICABILITY OF POLICY .....	1
GUIDELINES .....	2
Invoicing .....	2
Payments.....	2
COLLECTION PROCEDURES.....	3
Exceptions .....	3
ADMINISTRATION.....	3
APPROVAL AND REVISION HISTORY.....	3

### BACKGROUND AND PURPOSE

To ensure timely and accurate accounting and processing of receivables for products and services provided by Associated Students (AS). Revenue generated will support ongoing operations which enhance, promote, or support its educational, recreational, and public service functions. The AS Accounts Receivable Policy has been developed to ensure timely and accurate payment and minimize write-offs.

### POLICY STATEMENT

It is the policy of Associated Students to maintain an Accounts Receivable Policy that is in compliance with the California State University Guidelines for Auxiliary Organizations.

### APPLICABILITY OF POLICY

To ensure the continued operations of Associated Students, Budget Area Administrators, Management Personnel, Supervisors, and the Board of Directors should all be familiar with this policy.

## **GUIDELINES**

### **Invoicing**

A. Official AS invoices will be generated by the Accounts Receivable Manager per the request of the AS department Manager/Director. The Department Manager/Director requesting the invoice is responsible for providing the appropriate information to the AS Accounts Receivable Manager in order to create the Official AS invoice. Official AS invoices are Net 30 term. The following 2 AS departments:

1. The Early Childhood Education Center (ECEC) where tuition invoices are generated via software by a Ucorp Accounting Technician should follow the ECEC handbook policy.
2. Event Services (room reservation) estimates are generated by Event Services staff and are submitted to AS accounting office to generate an official AS invoice. Net 30 term will apply to all Event Service Invoices. Event Services invoices should follow the Event Services policy.

### **Payments:**

#### **Checks**

Checks addressed to Associated Students of San Francisco State University, may be mailed directly to AS or dropped off in person at the Accounting Office.

#### **Mailing address:**

% Accounts Receivable Manager  
Associated Students Accounting Office  
Cesar Chavez Student Center  
1650 Holloway Avenue, C -138  
San Francisco, CA 94132

#### **Cash**

Customers may pay invoices in person using cash in the AS Accounting Office during regular business hours, Monday - Friday, 9 am - 5 pm.

#### **ECEC Tuition**

Tuition-paying families will access a safe and secure online portal to make tuition payments.

## **COLLECTIONS PROCEDURES**

AS non-tuition Invoices are NET 30 and the following schedule will be followed

30 days after invoices First Notice

60 days past invoice date Reminder Letter/Second notice

90 days past invoice date Reminder Letter/Final Notice

120 days past invoice date Account will be reviewed by Assistant Executive Director of Business & Finance who will make a recommendation to Executive Director. Memo will be sent to Ucorp with actions to be taken (i.e., send to collections or write off bad debt).

## **EXCEPTIONS TO COLLECTIONS PROCEDURES**

Exceptions to the above collections schedules may be made whenever it is determined that an extension of the payment deadline is warranted. Possible justifications for an exception include untimely invoice delivery, incorrect customer information, or efforts to promote customer satisfaction, particularly with long-term customers and campus colleagues. Exceptions may only be granted with the written approval of the Assistant Executive Director of Business and Finance or designee, in concert with consulting the AS Executive Director.

The Associated Students shall consider any customer whose unpaid balance results in a write-off an unacceptable credit risk. Thereafter, such customers will only be provided with goods and services on a prepayment basis for a period to not exceed two years.

## **ADMINISTRATION**

The Accounts Receivable Manager and the Associate Executive Director for Business and Finance are responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed no less than every five years and revised as needed unless earlier revisions are necessitated by changes in Generally Accepted Accounting Principles (GAAP), SFSU regulations, or the California State University Office of the Chancellor.

## **ACCOUNTS RECEIVABLE POLICY APPROVAL & REVISION HISTORY**

Approved by the Board of Directors on 01/25/17

Approved by the Board of Directors 11/02/ 2022