

The University of Tennessee Accounts Receivable Write-off Request

Campus/Unit Date

Department Department Head (name and title)

- Statements or invoices are mailed monthly (for students, at the end of the term, then monthly).
- A periodic aging of accounts receivable is prepared.
- The aging is reviewed by the department head or designee.
- Invoices with reminders or collection letters are mailed for all past due accounts.
- Holds are placed on the release of student grades and records and on registration for course work.
- For delinquent amounts over \$25,000, a list of these accounts is sent to General Counsel for their consideration.
- After six months, an external collection agency is used for all past due accounts totaling \$50 or more.
- Our justification for not using a collection agency is _____

Note: Accounts of students who are currently enrolled should not be written off.

The attached list includes accounts receivable that have proven to be uncollectible. Detail to support the write-off is filed in my department. The reasons for write-off are summarized below:

	Total from Attachments
Accounts <u>returned by</u> a collection agency	\$ _____
Bankruptcy of the debtor legally declared	_____
Accounts over three year's old	_____
Accounts under \$50 over six months old either with incorrect address or billed at least three times, including collection notice	_____
Accounts owed by companies no longer in business	_____
Judgments over six months old	_____
Residual amounts under \$2.00, including student account receivable	_____
Credit balances to report as Unclaimed Property (attach separate detail sheet)	_____
Other (please explain) _____	_____

TOTAL NUMBER OF ACCOUNTS IN WRITE-OFF _____ TOTAL DOLLAR VALUE OF WRITE-OFF \$ _____

The total shown above is to be written off using GL 105000 on accounts receivable (A/R) fund _____.

Approved by (Department Head)*

Reviewed/Approved by (other designee, if required)

Reviewed by (Campus Business Officer or designee)

*If the department head is directly involved in recording and collecting accounts receivable, his or her supervisor should approve these write-offs.

ACCOUNTING INFORMATION: ON PAGE 2, PLEASE DETAIL COST CENTERS/OTHER FUNDS TO WRITE OFF ACCOUNTS RECEIVABLE AND RETURNED CHECKS THAT DO NOT HAVE A RELATED ALLOWANCE FOR DOUBTFUL ACCOUNTS.

DISTRIBUTION: THE ORIGINAL FORM AND A COPY OF THE ATTACHED LIST OF ACCOUNTS TO BE WRITTEN OFF SHOULD BE SENT TO THE CAMPUS/UNIT BUSINESS OFFICE. THE APPROVED FORM AND LIST SHOULD BE FORWARDED TO THE CONTROLLER'S OFFICE FOR RECORDING.

