

Knoxville Campus Policy: FI00015-K Review of Accounts Receivable Dept Business Office	
Version 1	Effective Date: 04/27/2018

Office of Budget and Finance

Procedures for Reviewing Accounts Receivable

DEPARTMENTAL BUSINESS OFFICES

Step	Responsible Office	Responsible Position	Frequency	Procedure
1	Applicable Department	Department Head	As necessary	Ensures that due diligence has been exercised in attempting to collect accounts receivable.
2	Applicable Department	Department Head	As necessary	Authorize the write off of uncollectible accounts. All should be supported by documentation of collection activity.
3	Applicable Department	Department Head	As Necessary	Send completed Accounts Receivable Write-Off Request (Form T-35), with itemized list, to department business office.
4	Applicable Department	Department Head	As necessary	Send completed Accounts Receivable Write-Off Request (Form T-35), with itemized list, to Budget & Finance for review.
5	Budget & Finance Office	Director	As necessary	Approve Accounts Receivable Write-Off Request (Form T-35), and send to Controller's Office.
6	Controller's Office	Staff	As necessary	Prepare and record journal entry to write off accounts.