

UT Health Science Center: FI0305-H Accounts Receivable	
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No./Title: F305 – Accounts Receivable	Resp. Office: FINANCE	Effective Date: 07/01/2016
Category: Accounting	Last Review: 12/18/2018	Next Review: 07/24/2021
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Forms: T-35 AR Write-Off Request		
Related Policies: Fiscal Policy FI0305 - Accounts Receivable		

PURPOSE

University **Fiscal Policy FI0305 - Accounts Receivable** outlines in detail the policies and guidelines governing accounts receivable and should be utilized as the official reference in all matters regarding accounts receivable, except for the notations below which are specific to the Health Science Center.

Throughout the fiscal policy references are made concerning the Treasurer’s Office or the Controller’s Office. At the Health Science Center (HSC), the Chief Business Officer (or Designee) has overall administrative responsibility for accounts receivable matters and should be contacted unless otherwise noted.

MISCELLANEOUS PROCEDURES

- The HSC Finance Office will notify departments with accounts receivable regarding fiscal year-end reporting.
- At the HSC, a \$30 minimum service charge is assessed for returned checks.
- All HSC medical services account receivable write-offs are subject to this policy