

CMU Policy- Administration of Accounts Receivable

All accounts receivable generated through the activities of University departments, unless described below, will be administered by the centralized Student Account Services and University Billing Office of the Controller's Office.

Departments extending credit upon the sale of goods or services will provide Student Account Services and University Billing with timely and adequate billing information for the establishment of the receivables in the University's financial records.

The Student Account Services and University Billing Office will be responsible for monitoring the status of all receivables, billing the same, and performing the necessary collection activities to assure timely receipt of payments.

Pledges and other amounts receivable resulting from activities of the University's Advancement Office are not intended to be administered by the Student Account Services and University Billing Office.