

Policy 3295 – Accounting

Policy for accounts receivable: It shall be the Superintendents responsibility to see that all accounts receivable are promptly billed and monitored.

Procedure for the accounting of accounts receivable: The business manager shall be assigned the responsibility of maintaining records for all accounts receivable. This shall include the assessment of tuition, outstanding bills and all general fund receipts. The business manager shall notify the Superintendent of any outstanding bills that are above \$100 and have become delinquent.

Approved 11/13/2000 Reviewed 4.13.2009 Revised 02/19/2018