

GRAYS HARBOR COLLEGE
Accounts Receivable Policy

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Operational Policy

Subject: Accounts Receivable

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Operational Policy Number: 511

Date Adopted: Revised:

The accounts receivable policy for Grays Harbor College:

1. Provides credit to appropriate individuals and organizations.
2. Bills or requests reimbursement for costs and associated overhead costs, if applicable, in a timely manner
3. Monitors the billings/receivable for timely payment.
4. Pursues collection for non-payments using legal and appropriate means.
5. Approves write-off for uncollectable receivables when appropriate.