

SUBJECT: Past Due Aged Receivables – College of Engineering and Computer Science	Effective Date:	Policy Number:	
	Supersedes: N/A	Page 1	Of 2
	Responsible Authority: Dean – College of Engineering and Computer Science		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to all College of Engineering (CECS) personnel.

PROCEDURE STATEMENT:

All aged receivables must be addressed by CECS, CECS-departments and PIs on a monthly basis.

PROCEDURE:

1. Grants Accounting sends a monthly Aged Receivables report to CECS Deans Office Budget Director on or about the 15th of each month.
2. The Dean's Office staff will send a report to each department's financial contact within one week of receiving the report. This report will contain the aged receivable report respective to their area.
3. The departmental financial contact will inform PIs of delays in receiving payment for all accounts with receivables outstanding in all categories that exceed 31 or more days.
4. If a receivable falls within a category of 61 days or more, the PI will be required to contact their Technical Point of Contact at the agency to determine the status of payment. The PI must copy their departmental contact and Office Research Grants Accounting in their email to the agency contact regarding the status of the payment.
5. If an aged receivable falls under the category of 91 days or more, the departmental chair will be notified of the situation to evaluate if work on the project should be suspended pending payment.

6. If an aged receivable falls within a category of 121 days or more, the PI must reach out to the agency again, copying departmental contact, Office Research Grants Accounting and CECS Budget Director to determine payment status. The Dean of CECS will be notified and determine if the project should be suspended pending payment.

Approved By:	Date Approved:
<hr/> Michael Georgiopoulos Dean, College of Engineering & Computer Science	<hr/>