**Topic: Billing, Collection, and Write-Off of Debt – New Policy ADM-0120**

**DATE:** March 4, 2014

**TO:** Campus Business Partners, Administrative Council, Deans, Associate Deans, Department Chairs, Directors, and Managers

**FROM:** Elena CF Larson, Asst. Director, University Collections, Student Financial Services Center

There is a new University Policy, ADM-0120, for Billing, Collection, and Write-off of Debt. This policy includes a revised Invoice Request Form for your use in requesting payments for your department. This would be for any debt that is not related to a student account. Please note that the Student Financial Services Center is the sole source of billing for any and all debts owed to the campus, regardless of the department to which the debt is owed.

A link to the new form is provided for your reference and is available on the ABA FORMS webpage. [http://www.csus.edu/aba/ABA-Files-Configs/documents/forms/sfsc/Invoice_Request_Form.pdf](http://www.csus.edu/aba/ABA-Files-Configs/documents/forms/sfsc/Invoice_Request_Form.pdf)

Authorized department employees shall request invoices, and supply the appropriate information. It is the department’s responsibility to ensure the validity of the debt. Student Financial Services will use the requests to create invoices, follow procedures to collect debt, and determine if and when delinquent debt is uncollectible.

For more detailed information, please review the link provided below to the Billing, Collection, and Write-off of Debt Policy: [http://www.csus.edu/umanual/admin/ADM-0120.html](http://www.csus.edu/umanual/admin/ADM-0120.html)

**Contact Information:**

If you have any questions or concerns about this notice, please contact Elena Larson, Asst. Director, University Collections, at miscel@csus.edu, or by phone at (916) 278-6845. Thank you.