

Other Policies and Procedures

GENERAL COUNSEL'S INVOLVEMENT IN BAD DEBT COLLECTION

Due to the fact that the Research Accounting invoicing summary is now being prepared and reviewed on a monthly basis and due to the fact that it has been so successful in reducing unpaid invoices, the General Counsel's office will only be called upon for assistance in the following instances:

Once an invoice is outstanding for greater than ninety days and our communications with the vendor are not being responded to, Research Accounting will notify the General Counsel's office advising them that we need their assistance with a collection problem. If communications with the vendor are still ongoing past the ninety day limit, Research Accounting will not call for the involvement of the General Counsel's office and will continue communicating with the vendor until the full payment is made or we meet the one hundred twenty day limit. The General Counsel's office will be notified if we exceed the one hundred twenty day limit. If communication with the vendor ceases after the ninety day limit but before the one hundred twenty day limit is reached, the General Counsel's office assistance will be requested immediately.