Requirements for Issuing Student Groups an Accounts Receivable Customer Number:

1. The organization must be recognized by the Student Association and current officer information must be maintained within Huskie Link.

2. The organization must not be funded by the Student Association. (Groups that are Student Association funded are assigned a number starting with “41 CO” by the Student Association Office. That account number must be used by those groups for their funding to be transferred internally to the billing department.)

3. Two listed officers (including at least one of the following: President, Vice President, Secretary, or Treasurer) must each submit an Accounts Receivable Authorization form in Huskie Link and be approved as Accounts Receivable Officers (AR Officers) before any charges may be incurred.

4. Only the two officers listed as Accounts Receivable Officers (AR Officers) will be authorized to charge on the account.

5. The authorization form must be updated annually or whenever there is a change of officers, whichever comes first.

6. For your protection, it is the policy of the Accounts Receivable Department to not give out your customer number over the phone to anyone.

7. All charges billed through Accounts Receivable must be paid either by cash, check, money order, or online by credit card or e-check. If there exists any discrepancies in your billing, it is your responsibility to protest the charges.

8. In the event that a customer account reaches 90 days old, the customer account will be placed on a HOT LIST that is distributed campus-wide and prevents the organization from incurring further charges on their account for goods or services. Additionally, “AR Hold” will be listed on your Huskie Link organization name.

9. If the charges are not paid within 30 days after being placed on the HOT LIST, both officers listed as Accounts Receivable Officers may have a HOLD placed on their Student Financial Account. A student may not register for classes or get copies of transcripts during the time that there is a hold on their Student Financial Account.

10. The Accounts Receivable Office’s policy is to only divulge information about the organization’s account to the officers that are listed as Accounts Receivable Officers and the faculty advisor. If the account is on the HOT LIST, it may be necessary to discuss the account with other interested parties in order to get the invoice/bill paid, including but not limited to, other documented officers or advisors.