

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 on file at the Student Association Office.
2. The organization must not be funded by the Student Association. (Groups that **are Student Association funded** are assigned a number like 41 CO----by the **Student Association Office** that **must be** used by those groups for their funding to be transferred internally to the billing department.
3. Two officers (any two of: President, Vice President, Secretary, or Treasurer) must present photo ID to the Receivables Office located in Swen Parson 210 before the authorization will be processed.
4. Only the two officers that sign the Accounts Receivable (AR) authorization form will be authorized to charge on the account.
5. The authorization form must be updated annually or when 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. In the event that an authorization form is lost or destroyed, one of the two officers on record must present a photo ID to the Accounts Receivable Department before a replacement copy of the form will be issued.
8. **All charges billed through Accounts Receivable must be paid either by cash, check, or money order. If there exists any discrepancies in your billing, it is your responsibility to protest the charges.**
9. **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 that prevents the organization from incurring further charges on their account for goods or services.**
10. **If the charges are not paid within 30 days after being placed on the HOT LIST, both officers that signed the authorization form may have a HOLD placed on their Bursar Account. A student may not register for classes or get copies of transcripts during the time that there is a hold on their Bursar Account.**
11. **The Accounts Receivable Office's policy is to only divulge information about the organization's account to the officers that signed the Accounts Receivable form 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.**