

## **COLLECTION OF FUNDS**

The collection of tuition and other monies due the College will be the responsibility of the Cashier's Office. Situations may arise in which collection by the Cashier's Office is not practical. In such instances, approval of the Vice President, Administrative Services may allow the department generating the income to collect the funds using Cashier's Office guidelines. Funds derived from auxiliary enterprises or on behalf of approved student organizations may be collected by such organizations using Cashier's Office guidelines.

Billing for contracts with outside parties (i.e., rental of facilities, etc.) is the responsibility of the department initiating the agreement. Invoices should contain the following language:

Please mail all payments to:  
Temple College  
Accounting Services Offices  
2600 South First Street  
Temple, TX 76504

### **Allowance for Doubtful Accounts:**

Each year entries are made to record bad debt expenses for student and non-student accounts receivable. Accounts over a year old are recorded as bad debt and entered into an Allowance for Doubtful Account. Accounts over three years old are written off the Allowance and Accounts Receivable accounts.

A memo concerning these entries is submitted annually to the Board of Trustees.