

### Policy Approval Form

Executive Summary. The attached "Accounts Receivable Collection" procedures are based on Washington State RCW's and OFM guidelines. The purpose is to specify the steps necessary to ensure accounts receivable are collected in a timely manner. Most of the procedures included have been followed for many years.

This draft has been reviewed and approved by: Tami Johnson, Student Financial Services Manager  
Maryam Jacobs, Internal Auditor

Proposed by: Collin G. Orr, Director of Business Services

*Collin G. Orr*  
1/2/07

Vice President for Academic Affairs and Provost *D. J. ...* Date 1-5-07

Vice President for Finance and Administration *[Signature]* Date 1-3-07

Vice President for Student Affairs *[Signature]* Date 1-5-07

Vice President for Advancement *D. Le ...* Date 1-3-07

President *[Signature]* Date 1-8-07

Date policy becomes effective \_\_\_\_\_