

Policy Approval Form

Executive Summary. The attached "Bad Debt Write-off" procedures are based on Washington State RCW's and OFM guidelines. The purpose is to specify the steps necessary to ensure accounts designated as uncollectible are removed from the general ledger. 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 *On Jan C* Date 1-6-07

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 *Dore Herman* Date 1-3-07

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

Date policy becomes effective _____