ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY: **ACCOUNTS RECEIVABLE POLICY**

EFFECTIVE DATE: **MARCH 21, 2002**

APPROVAL DATE **APRIL 6, 2026**

DEFINITIONS

Invoice:
Formal documentation of amounts due from an organization for good, services, and/or labor.

PeopleSoft:
Accounting software used by CSUSM.

PURPOSE

The purpose of this policy is to establish Associated Students, Inc. of California State University San Marcos (herein called ASI) funds are safeguarded, to prevent loss of revenue, proper segregation of duties exists, balances are converted to cash in a timely manner, amounts due are valid and properly recorded to the general ledger, collection efforts are pursued, and debts are written off in a timely manner with proper approval.

POLICY

I. All monies owed to ASI must be accurately accounted for by ensuring all accounts receivables due to ASI are recorded in the general ledger, appropriate collection efforts are followed, and allowances are recorded for doubtful accounts and write-offs. The following procedures shall accomplish this with oversight by the ASI Executive Director/designee and the CSUSM CFO/designee.

II. All monies owed from other campus auxiliary organizations. ASI will follow the CSU Accounts Receivable Management policy.

PROCEDURE

I. Processing, recording and reconciling ASI invoices
   1. A request for an invoice is made by an ASI Professional staff member, a student organization, or University department via email documenting the nature of the service provided and cost associated with the service.

2. An auto generated-numbered invoice can be created by the designated ASI Professional Staff member through PeopleSoft or is received by the vendor.

a) All invoices and their supporting documentation require the signature approval of the ASI Executive Director or designee.

3. As they are generated, copies of all invoices and supporting documents are sent to "Bill to" department/organization by ASI Designated staff.
4. Payments received for invoices and correlating deposit form are taken to the CSUSM Cashier's Office by an ASI staff member.
5. When applicable, the CSUSM Accountant designated to ASI produces a summary of Accounts Receivable balances and Aging Report as part of the Monthly Financial Statements.
6. The Accounts Receivable Report is reviewed and reconciled by the designated ASI Professional Staff member on a monthly basis.

II. Collections

ASI will utilize all reasonable collection efforts, including direct contact, collection agencies, and Franchise Tax Board (FTB) for balance thresholds $100 or greater. ASI will adhere to federal and state laws covering collection practices. It is noted that the State of California allows recovery of debts by offset against tax refunds even after the State statute of limitations has expired.

RELATED DOCUMENTS

I. CSU Accounts Receivable Management (ICSUAM Policy 3130.01)
https://calstate.policystat.com/policy/7157300/latest/

II. CSUSM Accounts Receivable Management Procedures:
https://www.csusm.edu/sfs/documents/accounts_receivable_mgmt_procedures.pdf