

Elizabethton City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Collection of Unpaid Accounts (Receivables)	Descriptor Code: 2.811	Issued Date: 04/25/91
		Rescinds: DJF	Issued:

1 In order to insure the collection of unpaid accounts, bills will be prepared for receivables the 10th of
2 each month. A second notice will be sent the 10th of each following month until payment is received.

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4 A receivable for less than \$250 which is determined to be uncollectable shall be written off at the end
5 of the fiscal year.

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