

FISCAL OPERATIONS, NEBRASKA STATE COLLEGES

**POLICY: 6008 Collection of Delinquent Debts;
Writing Off Bad Debts**

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BOARD POLICY

The President of each College is granted the authority to file suit for the collection of delinquent accounts, on behalf of the Board of Trustees, after appropriate preliminary steps have been taken to collect on those accounts.

At the end of each fiscal year, each College shall prepare a listing of uncollectible accounts and present such listing to the Board of Trustees, requesting authorization to write-off the identified bad debts. When submitting the uncollectible accounts, each College will verify that all bad debts on the list are over two years old and that the following collection efforts have been performed:

1. Letter/telephone call/personal visit to debtor; and
2. Letter has been forwarded from legal counsel; or
3. Identified accounts have been placed in the hands of qualified collection agencies.

Information to be provided to the Board shall include the following:

1. Name of person with the delinquent account;
2. Date of last activity in the account; and
3. Amount of uncollectible and the fund and account to which it is owed.

Legal Reference: RRS 25-301
RRS 25-302
RRS 85-301
RRS 85-302

Real Party in Interest
Assignee of a Thing in Action
State College; Official Names; Board of Trustees
Board of Trustees, Officers; Body Corporate

Policy Adopted: 3/11/94