

## Section 09.02

# WRITE OFF OF FAMIS (NON- STUDENT) ACCOUNTS RECEIVABLE

Accounts with outstanding balances that have no activity for two or more years are to be reviewed. Once it has been determined that an account is eligible for write off, the Accounts Receivable Department will send a Request for FAMIS Accounts Receivable Write Off form to the responsible department to fill out and return. All documentation of collection attempts on file should be submitted with the request form. The Accounts Receivable Department will reverse the invoice in FAMIS and submit the signed form along with a copy of each invoice that is reversed to the Comptroller's office for further processing. Accounts will remain on hold with the state and the university until paid in full.



**Request for FAMIS Accounts Receivable Write Offs**

**Return Completed Forms to:**

Texas A&M University-Corpus Christi  
Accounts Receivable Department Unit 5767

The \_\_\_\_\_ department requests that the following list of accounts receivable write-offs be charged off as uncollectible accounts. Every collection effort has been made and no further collection is foreseen. Attached is supporting documentation (invoice copies, past due letters, etc) showing the collection efforts made by this department.

\_\_\_\_\_ Contact Person

Departmental Approval: \_\_\_\_\_ Date

Invoice Date	Invoice Number	Account Number	Customer Name	Amount
Total of Write-Off Request \$				_____

Accounts Receivable Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comptroller's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_