

Accounts Receivable Exception Request and Checklist Forms

Instructions

Request may be made for an exception from the requirement of using the services of Shared Services Center Accounts Receivable for general receivables processing. Exceptions for non-letter-of-credit (LOC) sponsored program receivables cannot be approved. LOC sponsored program receivables are processed by Finance Sponsored Programs.

A separate request is required for each activity having general receivables.

All approved exceptions expire on September 30 of each year, and can be renewed annually for an additional twelve months. Requests for annual renewals should be made, approved, and forwarded to SSC Accounts Receivable between July 15 and September 15 of each year.

Requests are to be made by the person who has primary responsibility for the activity for which an exception is requested. Requests should be submitted to a higher authority than the requester. The approving university authority must be a school/college/unit Department Chair, Department Manager, or higher.

The requester should complete and sign both the Accounts Receivable Exception Request form and the Checklist. The approving authority should mark approved or disapproved and sign at the bottom of the Exception Request form. If approved, the approved Exception Request and the Checklist should be scanned and sent to accountsreceivablessc@umich.edu.

Forms for both the initial exception request and for annual renewals may be found on the Shared Services Center website Forms page under the Accounts Receivable section at: <http://ssc.umich.edu/forms>