

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 accountsreceivablescc@umich.edu.

This Accounts Receivable Exception Request and Checklist Form and can be found on the SSC website under Forms section at <http://ssc.umich.edu/forms>.

Accounts Receivable Exception Request

(request for unit to do billing and collection rather than utilize SSC Accounts Receivable)

(Note: exceptions for sponsored activities should not be approved)

Instructions: Complete, print and sign this exception request form and complete the checklist. Submit both forms to your school/college/unit higher level authority (must be a Department Chair, Department Manager or higher).

Unit Name _____

Requester Name _____

(Requester must be person with primary responsibility for the activity for which an exception is requested)

Requester Title _____

Requester Email _____

ShortCode (6)	Fund (5)	Dept ID (6)	Program (5)	Class (5)	Project/Grant

Short description of activity and nature of customers (e.g., academics, general public) (please attach additional pages, if necessary):

Estimated annual dollars billed _____ Estimated number of annual invoices _____

CERTIFICATION

I certify that as requester:

- I have primary responsibility for the activity for which an exception is requested.
- I have read and understand SPG 501.05 Accounts Receivable.
- I have read and understand SPG 519.03 Cash Management Policies.
- I have read and understand and follow SPG 502.03 Michigan Sales and Use Tax.
- I accept accountability to see that the "Departmental Cash Handling Controls" described in SPG 519.03 are followed for this activity.

CHECK ONE: Initial Request Renewal

Requester's Signature

Date

HIGHER LEVEL APPROVAL/DISAPPROVAL

Approved

Disapproved

Approver's Signature

Approver's Title

Approver's Email

Date

ALL APPROVED EXCEPTIONS EXPIRE ON SEPTEMBER 30 OF EACH YEAR, AND MAY BE RENEWED ANNUALLY

HIGHER LEVEL APPROVER NOTIFICATION TO SHARED SERVICES CENTER ACCOUNTS RECEIVABLE

If approved, the approved Exception Request form and the Checklist should be scanned and sent to
accountsreceivablessc@umich.edu

Accounts Receivable Exception Request – Checklist (Page 1 of 2)

Unit Name _____

Requester Name _____

(Requester must be person with primary responsibility for the activity for which an exception is requested)

Requester Title _____

Requester Email _____

ShortCode (6)	Fund (5)	Dept ID (6)	Program (5)	Class (5)	Project/Grant

Statement	YES	NO	N/A
If credit card payments are accepted, I have read and understand and follow SPG 501.06 Acceptance of Credit Card Payments.			
I ensure that positions responsible for receiving funds are not responsible for depositing funds and do not have any responsibility related to billing.			
I and all authorized cash handlers have received or will receive proper cash handling training and certification prior to receiving cash/checks. The My LINC course number for the Cash Handling Course is TME103.			
I and all authorized depositors have or will receive proper depository training and certification prior to depositing cash/checks (not applicable to school/college/unit not making their own deposits). NOTE: Health System units not converted to the new depository process do not need to take depository training. Information on web-based depository training classes is available on the Treasurer's Office website. Or contact them at: TreasuryTraining@umich.edu The My LINC course number for the Depository Training Course is TME101. NOTE: This course needs to be completed every two years. NOTE: Authorized depositors do not need to take the Cash Handling course TME103 if the Depository Training course TME101 has been completed.			
I ensure that higher level authority approves all refunds and credits, and that the approving higher level authority has no cash handling responsibilities.			
I ensure that only U.S. and Canadian funds are accepted, and that all checks are made payable to the University and not to individual faculty or staff members.			
I ensure that all checks will be restrictively endorsed using the U-M Treasury-issued rubber endorsement stamp (step not applicable when utilizing Remote Deposit Capture (checks are sprayed with red text as they go through scanner).			
I ensure that all funds are deposited into a U-M Treasury-authorized University bank/financial institution account.			
I ensure that all funds are recorded in the proper ChartFields.			

Continued on next page

Accounts Receivable Exception Request – Checklist
(Page 2 of 2)

ShortCode (6)	Fund (5)	Dept ID (6)	Program (5)	Class (5)	Project/Grant

Statement – continued from page 1	YES	NO	N/A
I ensure that external rate approvals are received where required.			
I ensure that receivables are reviewed regularly for collectability and allowances for doubtfully collectible amounts are established and uncollectible receivables are written off as appropriate.			
I ensure that the revenues and receivables will be recorded in the general ledger at June 30 and that when appropriate, reserve for doubtful accounts and deferred revenue will also be recorded at June 30.			
I understand that if this activity invoices significant amounts, leading practice is for receivables and related revenues to be recorded throughout the year and for appropriate reserves for doubtful accounts and deferred revenue recorded and relieved throughout the year.			

CHECK ONE: Initial Request Renewal

_____ _____
 Requester's Signature Date
