

**LOKER UNIVERSITY STUDENT UNION, INC.  
ACCOUNTS RECEIVABLE POLICY**

The Loker University Student Union shall ensure prompt billing of receivables. Receivables shall be recorded to the ledger upon issuance of an invoice and reconciled monthly against the ledger.

An aging report shall be produced to identify past due accounts and reviewed by the Director or designee on a monthly basis. Accounts that are 90 days past due shall be put on hold and extension of credit or services shall no longer be granted.

Exceptions may be granted by the Director or his/her designee.