

Lane Education Service District Administrative Rule

Code: **DIA-AR**
Adopted: 3/14/94
Revised/Readopted: 12/11/01
Orig. Code(s): DIA-AR

Uncollectible Debts

The accounting supervisor has the responsibility to assure reasonable efforts are made to collect all monies due Lane ESD. The accounting supervisor will assure a record is maintained of all unpaid invoices. Invoices more than 30 days old will cause the business office to send follow-up letters or billings and/or make telephone contacts. Copies of the communication will be maintained.

Where these procedures have been carried out and the accounts are 12 months or more past due, the director of business services shall submit these accounts to the superintendent with one or more of the following recommendations:

1. Write off the account as uncollectible;
2. Refer to a collection agency;
3. Initiate the garnishment of wages;
4. Keep the account open and make further efforts internally to collect the monies due, including the assessment of interest on the unpaid balance.