



Past-Due Account Collection Guidelines

Policy Area: Accounts Receivable	Effective Date: 07/01/2011
Policy Sub Area: NA	Last Revision Date: NA
Authority: G. S. 147-86.21 and G. S. 147-86.22	Policy Owner/Division: Statewide Accounting

Policy

All accounts sent to the Office of the Attorney General will go through the following procedure:

Age of Accounts	
1-30 days past due	Mail first past-due letter. Receive a promise to pay.
31-60 days past due	Mail second and final past-due letter. Send confirmation letter for repayment. Refer to Attorney General's Office.
61+ days past due	Complete appropriate submittal forms and send to the Attorney General's Office, or the agency legal counsel. Refuse additional service to the delinquent debtor where this does not conflict with Federal and State laws.

Procedures

NA

Accounting Guidance

NA

Related Documents (Memos/Forms)

NA

Revision History

Date	Description
07/01/1995	Revised the submission to Attorney General as 60 days from 90 days.
