



The University of Georgia

**Accounts Receivable  
Minimum Collection Efforts**

AMOUNTS DUE FROM EMPLOYEES AND THE GENERAL PUBLIC

**ACTIONS TO BE TAKEN BY DOLLAR AMOUNT**

| <b>Activity</b>           | <b>2nd Billing<br/>(Copy of Original)</b> | <b>3rd Billing<br/>(Past Due Stamp)*</b> | <b>4th Notice<br/>(Statement of intent<br/>to seek legal<br/>collections)*</b> | <b>Final Notice<br/>Payable in 10 days<br/>or sent to<br/>collections*</b> | <b>Referral to<br/>Collection Agency</b> |
|---------------------------|---|--|--|--|--|
| Days since Payment<br>Due | 30 days                                   | 60 days                                  | 90 days  | 120 days   | after 120 days and<br>prior to 180 days  |
|                           |   |  |  |  |  |
| <b>Amount of Bill</b>     |   |  |  |  |  |
| <b>Up to \$100</b>        |   |  |  |  |  |
| <b>\$100 - \$300</b>      |   |  |  |  |  |
| <b>Over \$300</b>         |   |  |  |  |  |
|                           |   |  |  |  |  |
|                           |   |  |  |  |  |
|                           |   |  |  |  |  |

\* In addition to invoicing and other collection correspondence, phone calls should also be a part of the department's collection efforts.