



The University of Georgia

Accounts Receivable  
Minimum Collection Efforts

AMOUNTS DUE FROM EMPLOYEES AND THE GENERAL PUBLIC

ACTIONS TO BE TAKEN BY DOLLAR AMOUNT

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

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