



FINANCE POLICY INVOICING FOR ACCOUNTS RECEIVABLE

EFFECTIVE: October 1982
REVISED: September 2009
RELATED POLICIES: [Aboriginal Peoples Education Policy](#)

POLICY

Financial Services issues invoices to outside agencies in order to recognize a receivable owing to the College as well as to advise the agency or firm of its recorded indebtedness.

PROCEDURE

1. Restrictions

- a) In order to create a formal record in the general or sub-ledger, all invoicing is to be done through Financial Services.
- b) Due to the high cost of record maintenance, no invoice will be issued for less than \$100. Such items are to be collected by cash or cheque at the Campus at the time of the transaction.
- c) No invoice will be issued for tuition fees unless all of the following conditions are met: *(See Also: Aboriginal Peoples Education Policy)*
 - Client has been approved through the credit application process.
 - Client issues a formal contract or letter of commitment or purchase order to Northern Lights College.
 - Tuition fees or services rendered exceed \$100 in each instance.

2. Procedure

Having ascertained an invoice is required, the requesting party should forward a request to invoice to Financial Services containing the following information:

- a) Client name(s), address and contact person where invoice is to be directed.
- b) The amount to be invoiced with a description of the calculation.
- c) A photocopy of the relevant Purchase Order. The Purchase Order number should also be written on the request to invoice in the event the two items become detached.
- d) An authorized signature.

3. **Follow-up**

An invoice will be issued by Financial Services within three days of receipt of the request outlined in Guideline 2 (above), and should appear in the account code indicated by the requester not later than the month following initiation of the request.

If payment has not been received 90 days after issuing the invoice, Financial Services will request the assistance of someone from the College department that signed the original contract to make a personal appeal for payment of the outstanding funds. If possible, the personal appeal should be made by the staff member who signed the contract on behalf of the College.

If payment has not been received 120 days after issuing the invoice, the file will be transferred to a collection agency for recovery.

In the event of a dispute over specific items in the contract negotiated between a College department and a representative of the agency being invoiced, those items will be turned back to the originating College department to be resolved.