

MICHIGAN STATE UNIVERSITY

INSTRUCTIONS FOR COMPLETING COLLECTION ADVICE

This form is used to transmit to the Office of the Controller collection obligations of individuals or off-campus organizations indebted to the University. Accounts to be assigned to Departmental Receivables for billing should be submitted within thirty (30) days after the date of the account charge and should include all charges to the account. Those accounts ninety (90) days past due should be assigned to Delinquent Receivables and should include all charges and credits to the account. All collection advices assigning accounts must be signed by the unit administrator. If this form is incomplete or contains errors, it will be returned to the department for correction. Additional information is available in Section 10 of the Manual of Business Procedures.

The following will assist you in preparing this form.

1. Please designate whether the account is to be handled by Delinquent or Departmental Receivables.
2. Indicate whether a charge or credit is to be processed. Charges and credits should be listed on separate collection advice forms.
3. Account name: Enter name of account (not department) to be credited or debited.
4. Account number, sub-account, object code, sub-object code, project code, and org ref ID: identify the appropriate account information to be credited or debited. The account number and object code fields are required. Sub-account, sub-object code, project code, and org ref ID are optional. Please note that accounting information provided here will determine how funds are distributed to the department upon collection.
5. Date of Service: Enter the date service was rendered by your department.
6. Name and address: List the complete name and address of the person or organization that is expected to pay charges or receive credit.
7. Charge/Credit Description: Please provide a brief description of the goods or services provided or why charges should be reversed.
 - a) Itemize additional items and show cost of each.
 - b) List additional shipping or service address for materials or services supplied if different from item 6 above.
 - c) Attach copy of purchase order, letter of authorization, or other authorizing documents.
8. The total dollar amount for each collection advice should be calculated by the department.
9. The original copy must be signed by the unit administrator or unit administrator designate. Collection advices assigning accounts to MSU Receivables must be signed by the unit administrator only.

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**Office of the Controller
Receivables Division
110 Administration Building**

These accounts are for:

- Departmental Receivables
 Delinquent Receivables

Please process a:

- Charge
 Credit

The individuals and/or off-campus organizations listed below are indebted to the University for the reason indicated. Please debit/credit our account and invoice them accordingly.

Account Name	Acct # (8)	Sub-Acct # (5)	Object Code (4)	Sub-Obj Code (6)	Project Code (10)	Org Ref ID (8)

Date of Service	Name and Address	Charge/Credit Description	Amount
		Total:	

It is very important that any remittance or correspondence received subsequently by the department pertaining to these accounts be transmitted to Departmental Receivables, 110 Administration building.

_____ Date

Signature: _____

Printed Name: _____
Unit Administrator or Designate

Campus Address: _____

Phone: _____