

Notice 11-07
June 28, 2011

Annual Accounts Receivable Report

Every department with an outstanding accounts receivable balance (Non-Grant Only) as of June 30, 2011 is required to complete an Annual Accounts Receivable Report. The report form is available through eForms on the Division of Financial Services web page at: <http://www.k-state.edu/finsvcs/> or through the KSU Policy and Procedures Manual Chapter 6210 at <http://www.ksu.edu/policies/ppm/6210.html> (instructions are included). Do not use the Monthly Receivables form (KSU DA-32).

Submit the form to the Division of Financial Services, Financial Reporting, and Asset Management section no later than July 27, 2011. Contact Julie Huff at 532-1853 or jhuff@ksu.edu, if you have any questions regarding this report.