Section 09.02
WRITE OFF OF FAMIS (NON-STUDENT) ACCOUNTS RECEIVABLE

Accounts with outstanding balances that have no activity for two or more years and a balance less than $20,000 are to be reviewed. An account balance that is $20,000 or more will need to be submitted to the Attorney General’s Office for approval prior to being written off. Bursar will process the request to the Attorney General’s Office.

Once it has been determined that an account is eligible for write off, the Accounts Receivable Department will send a Request for FAMIS Accounts Receivable Write Off form to the responsible department to fill out and return. The Accounts Receivable Department will reverse the invoice in FAMIS and submit the signed form along with with a copy of each invoice that is reversed to the Comptroller’s office for further processing. Accounts will remain on hold with the state and the university until paid in full.
# Request for FAMIS Accounts Receivable Write Offs

**Return Completed Forms to:** Texas A&M University-Corpus Christi  
Accounts Receivable Department Unit 5767

The [department name] department requests that the following list of accounts receivable write-offs be charged off as uncollectible accounts. Every collection effort has been made and no further collection is foreseen. Attached is supporting documentation (invoice copies, past due letters, etc) showing the collection efforts made by this department.

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**Contact Person**

**Departmental Approval:** ____________________________  
**Date:** __________

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Invoice Number</th>
<th>Account Number</th>
<th>Customer Name</th>
<th>Amount</th>
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Total of Write-Off Request $ __________

**Accounts Receivable Department Approval:** ____________________________  
**Date:** __________

**Comptroller’s Office Approval:** ____________________________  
**Date:** __________