
ACCOUNTS RECEIVABLE

Description: Consists of records relating to management of accounts receivable and revenue controls, including student accounts. Records may include credit card payment forms, invoices, receipts, collection records, related documentation and correspondence, credit recovery, chargebacks requests, NSF cheques, unidentified revenue, student aid loans, tuition vouchers, credit memos, and wire transfer refunds.

Filing Guidelines: Records must be securely stored until final disposition. Once a unit submits the record(s) to Financial and Administrative Services, the unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy.

MUNCLASS Function:	Finance (FN)
Responsible Unit(s):	Financial and Administrative Services
Retention:	Current year file closed + 7 years
Disposition:	Delete/Destroy
Media:	Paper and/or electronic
Authority:	<i>Income Tax Act (1985)</i> , Anticipated Operational Use