Objective
To establish and maintain internal procedures for managing all accounts receivable activities.

General Procedures

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Responsible Party</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Divisions with accounts receivable (AR) must complete the Admin Accounts Receivable Internal Procedures form.</td>
<td>Divisions with AR</td>
<td>As appropriate</td>
</tr>
<tr>
<td>2.</td>
<td>Complete and submit the AR Reports to FMR in the format provided.</td>
<td>Divisions with AR</td>
<td>As designated by FMR</td>
</tr>
<tr>
<td>3.</td>
<td>Completed AR Reports are submitted by FMR to MMB.</td>
<td>FMR</td>
<td>As designated by MMB</td>
</tr>
</tbody>
</table>

See Also
MMB Statewide Operating Policy 0501-01, Managing & Reporting Accounts Receivable
MMB Statewide Operating Policy 0504-01, Debt Collection Process and Actions
MMB Statewide Operating Policy 0505-01, Writing-off Uncollectible Accounts
FMR-0501-01, Managing & Reporting Accounts Receivable Policy
FMR-0504-01, Debt Collection Process and Actions Policy
FMR-0504-01.1, Debt Collection Process and Actions Procedure
FMR-0505-01, Writing-off Uncollectible Accounts Policy
FMR-0505-01.1, Writing-off Uncollectible Accounts Procedure