

COMPTROLLER POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: CMP 104
	Section: 100 General
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Amounts Due to NAU	Effective date: 01/01/2000
	Revision date: 11/18/2014

PURPOSE

To collect amounts due to NAU on a timely basis.

SOURCES

Arizona Revised Statutes § 23-352

University Policy

<p>CMP 104: Amounts Due to NAU</p> <p>From time to time, members of the university community incur debts to the university either through non-payment for university services or processing errors that must be repaid to the university. These include amounts for payroll that are inadvertently paid due to error and misuse of university procurement and travel cards. Employees must make timely payments for any amounts due.</p> <p>Individual departments are responsible for monitoring payroll budgets. If an amount is overpaid and recovered within the same fiscal year, the amount recovered will be re-deposited to the department account from which the payroll expense was incurred. If the amount is recovered in a subsequent year, the amount will be deposited to general revenue.</p> <p>Individuals may not receive travel advances, purchase parking decals, register for classes or receive tuition waivers if they have past-due balances owing NAU.</p> <p>Individuals owing large amounts may request voluntary payroll deductions if an agreed upon amount is approved by Student and Departmental Account Services (Student Accounts).</p> <p>The university may, by state statutes, deduct the past-due amount from an individual’s pay.</p> <p>Beginning at 30 past due, a late fee of \$25.00 will be assessed, an additional \$25.00 will be added each month the charge is past due. If amounts owed exceed approximately 120 days past due, the university will use all legal methods to recover amounts owed including the Arizona Attorney General, our local NAU attorney, collection agencies and the Arizona state tax set-off program. Collection charges will be added to the account and will be the responsibility of the debtor. If a court ordered judgment occurs, attorney fees will also be assessed.</p> <p>Payroll checks not cashed within 120 days are considered unclaimed property and will be turned over to the State Department of Revenue to be held according to Arizona statute.</p>
