

**IMPORTANT -- YEAR-END INFORMATION**

**MEMORANDUM TO:**

<b>D. Krehbiel</b> , NWPR	<b>D. Keeton</b> , Office of Commercialization
<b>L. McDermott</b> , Housing & Dining Svcs,	<b>sesrc@wsu.edu</b> , SESRC
<b>S. Schroedel</b> , Childcare Center	<b>R. Simons</b> , Psychology Clinic
<b>K. Boyd</b> , Student Publications	<b>D. Boyd</b> , Ctr for Civic Engagement
<b>R. Stanco</b> , WSU Tri-Cities Copy Center/Hospitality Cafe	<b>J. Haarlow</b> , Athletics
<b>M. Cody</b> , Shock Physics	<b>J. Bowman</b> , IBC
<b>A. Kincaid</b> , Academic Outreach & Innovation	<b>T. Henderson</b> , College of Nursing
<b>K. Dahmen</b> , Vet Clinical Science	<b>R. Pinter</b> , Police Services
<b>G. Eaker</b> , WSU Spokane	<b>T. King</b> , ASCC
<b>J. Elbracht</b> , University Recreation	<b>B. Scoles</b> , Parking & Trans Svcs
<b>S. Riggs</b> , Energy Office	<b>C. Perez</b> , Loans/Collections
<b>S. Greene</b> , Wilson Compton Union/Chinook Center	<b>L. Udy</b> , Performing Arts Coliseum
<b>K. Hagen</b> , WADDL	<b>S. Rauch</b> , WSU Vancouver
<b>C. Hogg</b> , Health and Wellness	<b>M. Ely</b> , Financial Services
<b>L. McDermott</b> , Student Affairs	<b>J. Capps</b> , Intl Prog
<b>C. Cromar</b> , ELISA Labs/Clean Plant Center	<b>J. Cook</b> , Conference Management
<b>S. Thompson</b> , WSU Res & Tech	<b>M. Wilcomb</b> , Alumni Center
<b>B. Oglesbee</b> , ESF College of Medicine	<b>H. Yockey</b> , Everett
<b>K. Darnall</b> , University Publishing	<b>J. Cross</b> , Elson Floyd Cultural Center

FROM: Jennifer Druffel, Financial Reporting

DATE: May 6, 2022

SUBJECT: Accounts Receivable Outstanding at June 30, 2022

Reporting of the University's financial position at year end requires accurate accounts receivable information. The central receivable system (MyWSU) provides most of the information needed. However, some departments have accounts receivables that are not in the MyWSU System.

**The State Office of Financial Management has shortened their reporting deadlines. Therefore, in order to meet the State's requirements, we had to shorten the due date that this information is to be returned to our office. I request that you report all accounts receivables not in the MyWSU System at June 30, 2022, to this office by July 18, 2022.**

- The attached form (or information in a similar format) should be used to report these accounts showing the type and age of the receivables.
- A brief explanation of the types of charges which make up these accounts receivables.

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- **List receivables that are “Due From” other state agencies and the agency they are due from.** The State of Washington requires all state agencies to balance receivables/payables between other agencies.
- A description of the amounts written off or reduced in value must be attached showing the number and amounts adjusted this year.

Any **corrections to** the accounts receivables in the MyWSU System should be reported to the Bursar’s Office (335-1419) as early as possible but **no later than noon, June 30, 2022.**

This information will be recorded in the University’s books at year end and will be included in the Annual Financial Report. You should retain the documentation supporting these accounts receivables for at least three years. This information must also be available for review by our auditors.

Your assistance and cooperation in obtaining this information is appreciated. If you have any **questions**, please **call Jennifer Druffel at 335-2027.**

Attachment

cc: M. Holt C. Perez  
C. St Clair T. Bidle