

Non-Student A/R Procedure

A/R Procedure

Any time goods or services are provided by MTSU and payment is not made at the time of sale, the charges will need to adhere to the following procedures:

Invoice

All Invoices should have the following, where applicable:

- Invoice Date
- Invoice Number – Invoice numbers should be in numerical sequence
- Bill To - Name, Address, and email address of entity being invoiced
- M# of entity being invoiced
- Event Name
- Event Date
- Terms – Will always be “Due Upon Receipt”
- Description of charges
- Amount of charges due
- Remit To: Middle Tennessee State University
103 Cope Administration Building
1301 East Main Street
Murfreesboro, Tennessee 37132

The billing department is responsible for sending the invoice to the Bill To party and emailing a copy of the invoice to boffice@mtsu.edu.

- Business Office will enter the invoices into the Banner Acct Receivable System. At the time the invoice is entered the following will occur:
 - Accounts Receivable is debited
 - Revenue is credited
 - This means that the revenue shows up on the department account when the invoice is entered, instead of when the payment is received.
 - The amount remains on the books as receivable until the payment is made.
 - The department is responsible for collecting the receivables along with the help of the Business Office.

If the department does not have an M# for an entity, contact the Business Office, boffice@mtsu.edu or Jordan Welborn at Ext 2541. If an M# is not currently in the system, a W-9 (or W-8BEN for a foreign person or entity) is required to set up an M# (this includes student organizations).

The Business Office will email the department an Outstanding Account Receivable report the first Monday of every month. If additional reports are needed, contact the Business Office.