



Student/Sponsor Bad Debt Write-off Form

A mandatory field is marked *
Requests will be returned if the information is not complete

*Business Unit: UNSWA

*ID	*NAME	*DESCRIPTION	*TOTAL
TOTAL			

*Actions taken to recover the debt:

Verbal Demand

 Left Address
 Collection Letter

 Lives Overseas
 Mercantile Agent

*Justification for Write-Off:

Has all the relevant supporting documentation been attached?

Raised by: _____ Signature _____ Date: _____
Collection Officer/Admin Officer

Recommended by: _____ Signature _____ Date: _____
Team Leader

Recommended by: _____ Signature _____ Date: _____
Director Student Services

Authorised by: _____ Signature _____ Date: _____
Director of Operational Financial

Office Use Only

Work Sheet Number:

Date Received: _____ **Authorised by AR Manager:** _____

Date Entered: _____ **Entered by:** _____

Instructions for Student Sponsor Bad Debt Write-off Form

This form is completed to enable someone to Write-Off Bad Debts on your behalf.

All Bad Debt Write-Offs for External Parties are raised by AR Team.

Grey cells contain formulas and you should not enter any information here.

Some green cells contain drop downs and you should select the appropriate code, such as Business Unit, GST and Justification.

Those cells with an asterix (*) are mandatory and must be completed.

This form may be used for either single line invoices or multi line invoices. Click on the "+" sign in the row heading on the left of the form. This can be done for both the bill line data entry and the bill line chartfields.

To find Customer Details: Navigation: Customer > Customer Information > General Information Search Customer's Name

When complete, save this file using the Business Unit Code and Today's Date, eg: MEDIC250607. This file should then be e-mailed to your local Finance and Admin person for their approval before sending onto AR.

Any queries can be referred to Finance Help on x53330 or email them at financehelp@unsw.edu.au .