

Baltimore Research and Education Foundation, Inc.	Accounts Receivable Policy	No.		48
		Effective Date		03/12/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011.	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will record all accounts receivables.

2.0 Scope

This policy applies to BREF accounts receivable.

3.0 Policy

3.1 A record of accounts receivable is kept on an Excel spreadsheet. Delinquent accounts are sent reminder notices after 30 days, then monthly or as necessary thereafter until payment has been received.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
03/12/2009	A	Heather Riley	Put policy into approved format
01/26/2011		Shirley Rutledge	No revisions. Policy approved at the BREF Board meeting held 1/26/2011.