



Office of the University Controller
Florida State University

Student Business Services
1500A University Center
Tallahassee, FL 32306-2394
Phone: (850) 644-9452
Fax: (850) 644-5142

Procedure for Completing a Charge Input Document

Overview: The Accounts Receivable Charge Input Request form is to be used by University departments who wish to add a charge, or series of charges, for a student or vendor to the University accounts receivable system.

I. Completing the Form

- a. Begin by entering the account EMPLID or ORGID.
- b. Next, enter the last name or organization associated with the account (if an individual, please add the first name in the following field).
- c. Next, enter the specific item type related to the charge.
- d. In order to input the particular charge, the EXACT reference number must be filled in. Please be sure to accurately type the reference number (letters, numbers, punctuation, and all).
- e. Please provide the term in which the charge is located.
- f. Place amount in the Amount column.
- g. Include any special instructions in the Explanation field.

II. Signing the Form

- a. Two signatures are mandatory and the Authorized signature must be from an upper-level Manager who has the authority to sign off on departmental charges. The Preparer and the Authorized Approving Manager should sign and print their names and the date in the fields indicated.

III. Submitting the Form

- a. If there is someone authorized to do charge inputs in your department, follow correct departmental procedure; otherwise,
- b. The form may be faxed to (850) 644-5142, Attn: Accounts Receivables (AR).
- c. The form may be dropped off at The Office of Student Business Services, University Center A, Room 1500 at the Front Desk. Please request that it be delivered to Accounts Receivable Department.
- d. The form may also be emailed to CTL-accountsreceivable@fsu.edu in signed PDF format.
- e. You must keep a copy of the form and any accompanying back up information in your office for auditing purposes.

Questions?

Our Office is located at A1500 University Center. Student Business Services Hours:
8:30 a.m. - 4:30 p.m., Monday- Friday; Or, Call Alisha Estep at 644-9436.



Office of the University Controller
Florida State University

Student Business Services
1500A University Center
Tallahassee, FL 32306-2394
Phone: (850) 644-9452
Fax: (850) 644-5142

Accounts Receivable Charge Input Document

Instructions: All fields must be completed. Provide an explanation or special instructions below. Authorization must be from an upper-level administrator who has the authority to sign off on departmental charges.

Department:	Prepared by:	Contact Number:

	EMPL/ORG ID	Last/ORG Name	First Name	Item Type	Reference Number	Term	Amount	Due Date
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
						Total:		

Explanation/Special Instructions

Requestor Signature: _____ Date: _____

Approver Signature: _____ Date: _____