

**DIN: 7060-1-01**  
**Title of Policy: Collection of Resale Revenue**

**Policy**

Northwest Technical College shall allow no work performed by the College through resale or any other activity to leave the premises until payment in full is received.

**Purpose**

To ensure resale activity revenue is received.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Faculty	Completion of work order or submission of costs to Business Office.
Business Manager	Receive payment of on campus resale revenues.
Account Clerk	Billing of off-campus resale accounts.

**Supporting References**

Listed below are college document(s) that support this policy:

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

[MnSCU Procedure 7.6.2](#) Accounts Receivable Management

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 12:37 PM
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Title: Collection of Resale Revenue			Implementation Date: 4-20-04
Approved: President Quistgaard	Date: 4-20-04	Check here if policy should appear in campus handbook:	<input type="checkbox"/>