

Kansas Administrative Regulations

Department of Administration

Article 26.—Write-Off of Accounts Receivable by State Agencies

1-26-2. Minimum collection procedures.

Unless the director of accounts and reports approves an agency's alternative collection procedure, each state agency shall perform the following minimum collection procedures: (a) A record shall be kept for each action taken to collect an account. This documentary evidence of collection efforts shall be available at the agency to support an account being classified as uncollectible.

(b) At least three (3) documented efforts should be made to demand payment and collect all delinquent accounts over twenty-five dollars (\$25.00). Accounts twenty-five dollars (\$25.00) and under require only one (1) documented attempt.

(c) All past due accounts over two hundred dollars (\$200.00) shall be referred to the agency attorney or attorney general for legal review.

(d) The state agency shall request the assistance of the division of accounts and reports in determining whether the debtor is subject to set-off procedures authorized by K.A.R. 1-25-1 *et seq.*

(e) In cases where the debtor is subject to the setoff procedures authorized by K.A.R. 1-25-1 *et seq.*, the state agency shall attempt to avail itself of such procedures.

(f) When there are legal remedies available to the state agency without the commencement of court proceedings, including but not limited to, suspension, revocation or cancellation of a license, permit, certificate or other grant of authority, the state agency shall attempt to avail itself of such remedies.

(Authorized by K.S.A. 1980 Supp. 75-3728c; implementing K.S.A. 75-3728b; effective May 1, 1981.)

***** Authenticated Kansas Administrative Regulation *****