


Accounts Receivable

1. Every department who is sending out invoices will need to complete the WSC Invoice which is available at: www.willistonstate.edu/wscforms > WSC Invoice

 WILLISTON STATE COLLEGE		<h1>INVOICE</h1>										
1410 University Avenue Williston, ND 58801 Phone 1.888.863.9455 Fax 701.774.4211		DATE: June 18, 2013 INVOICE #										
Bill To: Name Company Name Street Address City, ST ZIP Code Phone	For Deposit use: <table border="1"> <tr><td>Account</td><td></td></tr> <tr><td>Fund</td><td></td></tr> <tr><td>Department</td><td></td></tr> <tr><td>Program</td><td></td></tr> <tr><td>Project (if necessary)</td><td></td></tr> </table>	Account		Fund		Department		Program		Project (if necessary)		<ol style="list-style-type: none"> 1. Enter the information to where the invoice will be sent. 2. Enter the invoice number (4 zeros +date of bill) 3. Enter your department's fund and department. The Business Office will determine the account number and others if necessary. 4. Enter description(s) of what is being billed and the dollar amount(s). The amounts will total at the bottom. 5. Mail/Email one copy to the Student Finance Specialist and send one copy to the person being billed.
Account												
Fund												
Department												
Program												
Project (if necessary)												
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 80%;">DESCRIPTION</th> <th style="width: 20%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> </tr> </tbody> </table>		DESCRIPTION	AMOUNT									
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2. Once the invoice is received by the Student Finance Specialist, it will be entered into our system to ensure that proper billing dates are being watched. This will ensure if a person or company billed by Williston State College does not pay within 150 days that they can be sent to collections.
3. Once a payment is received the payment will be receipted accordingly.

Questions regarding this process can be directed to: Amy Anderson, Student Finance Specialist at amy.anderson.7@willistonstate.edu