

SAM-MISCELLANEOUS ACCOUNTING PROCEDURES

COLLECTION PROCEDURES

8776.5

(Revised 03/12)

AR collection procedures differ depending on if the receivable is owed to the state by an employee or nonemployee. If amounts are due from former state employees, follow the collection procedures for nonemployee ARs. In addition, notify the SCO, Division of Personnel/Payroll Services of the situation by sending a Personnel Action Request form, [STD. 680A](#), and ask to be notified if the person reenters state service. See SAM section 8593.3.