



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Treasury Services – A Division of Financial Services
W. R. Banks Room 125

FAMIS Account Number: _____
FAMIS Account Title: _____
Department Code: _____ (ex: PHPL for Physical Plant)

The account listed above is requesting the authorization to Extend Credit per System Regulation 21.01.04 which states:

Authorization for an extension of credit operation is delegated to the CFO of the System component extending credit. Written documentation maintained by the CFO should explain the circumstances allowing for an extension of credit and confirm that the operation meets the constitutional test of being in the best interest of the System component and for the public good of the state of Texas. Payment for the sale of goods and services on credit is expected within thirty (30) days. Special circumstances requiring the extension of credit for longer than thirty (30) days must be disclosed. If this circumstance is not known at this time, it must be

(1) Detailed description of the operation.

have a need to extend credit; include detailed description of efficiencies

(2) Explain why you

created by extending credit.

(3) Detailed description of administrative cost savings and/or benefits of extending credit that exceed the cost of the operation.

(4) Details of your policy to ensure that consistent standards are applied to all

applicants requesting an extension of credit. Should include checking previous payment

history and/or customers financial capacity to repay debt.

duration of the operation, i.e. 6 months, 3 years, ongoing.

(5) Estimation of the

(6) Estimated value of the extension of credit operation (monthly and aggregate); AND

average amount per invoice.

**Monthly \$
Aggregate \$
Amount per Invoice \$**

(7) Amount of Anticipated annual write-offs. Collection Procedures must be provided.

(8) Additional Comments (Include special circumstances here)

(9) Customers: Check all that apply.

- Outside Customers
- Student Organizations (SOFC)
- TAMU System Members
- OTHER

I confirm that I have read and understand TAMU System and University regulation 21.01.04 regarding Extension of Credit located at <http://www.tamus.edu/offices/policy/policies/pdf/21-01-04.pdf>

I confirm that I have read and understand PVAMU's Identity Theft Prevention Program (If you need a copy, please contact stuar@pvamu.edu)

I confirm that my department has written procedures for Extending Credit including collection procedures and all employees involved with this operation are familiar with the procedures and

the above listed regulation and program.

Department Head Signature _____ Date _____
Department Head Printed Name _____ Department Name _____ Phone _____

Approvals:

Manager, Treasury Services

Date

V.P. for Business Affairs

Date