

**PRAIRIE VIEW A&M UNIVERSITY**  
**Administrative Procedures Manual**

**13.99.99.P0.06 Administrative Pending**

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1. Definition

Administrative Pending is a temporary credit applied against student fee receivables when payment is reasonably assured but delayed due to an administrative process. One example of allowable circumstances include presentment of a check made payable on a foreign bank for which there is a required waiting period before the check can be processed. Another example is a student employed by the University who is due a paycheck, but the paycheck will not be released until after the installment due date.

2. Procedures

2.1 When circumstances such as those outlined in the above definition present themselves and no other option is available for the student to meet the first installment payment by the due date, the Controller will consider the use of Administrative Pending to keep the student in school and to not penalize them for an administrative process outside of their control. If approved, the justification and approval are documented on the Administrative Pending form and the Treasury Services Office posts the Administrative Pending credit to the student's account.

2.2 Subsequent to the first installment due date, the Treasury Services Office will reverse the Administrative Pending credit and follow up on the administrative issue giving rise to it to ensure that full payment is received.

3. Forms

Administrative Pending forms are available in the Fiscal Affairs Department.

Contact: Manager of Treasury Services