



Arizona HOSA Past Due Invoice Policy

INVOICES ARE FIRST GENERATED AT THE TIME OF THE PAYABLE CREATION-A registration, membership form, etc. an email/preliminary invoice will be generated from QuickBooks or registration site that will ONLY go to the originator of the payable-That could be the teacher, local director, etc. A FINAL invoice is emailed or mailed to the teacher and local director right after the conference occurs. This allows for all adjustments to be made before producing the FINAL invoice. When the FINAL invoice is produced and sent, the collection time count begins.

30 Days Past Due (after FINAL invoice is produced):

An email or letter is sent to the Advisor and cc'd to the Local Director notifying them that they have an invoice past due. Note in communication that at 60 days past due a letter will also be sent to Principal.

60 Days Past Due:

A letter/email to Advisor and cc'd to the Local Director and Principal notifying them they have an invoice past due and that if no action is taken the chapter's status could be impacted. Note that at 90 days a letter will be sent to the school Superintendent, Local Director, and Principal.

90 Days Past Due:

A letter/email to Advisor, Local Director, Principal, and Superintendent notifying them that they have an invoice that is seriously past due and that the chapter status and/or participation could be impacted. Inform them that collection is needed immediately. Notify them that a 2% fee is now being added to the invoice and will continue until paid.

120 Days Past Due:

A letter AND an email to Advisor, Local Director, Principal, and Superintendent notifying them that they have an invoice that is seriously past due and that the chapter status and/or participation has been impacted and that their chapter privileges have been suspended. Inform them that collection is needed immediately. Notify them that a 2% fee is now being added to the invoice and will continue until paid.