



Extension of Credit Request Instructions

Per System Regulation 21.01.04 Extension of Credit <http://tamus.edu/offices/policy/policies/pdf/21-01-04.pdf>, authorization for an extension of credit operation is delegated to the CFO of the System member 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 member and for the public good of the State of Texas.

The Extension of Credit Request letter must be completed by each department extending credit regardless of the type of customer the credit is being extended to.

Department Code: This is the four digit code for your department. You can find this code by entering one of your accounts on FAMIS screen 006. Your department code will be the code in the 'Primary' field. For example: entering account 271300 gives a primary code of FISC. This is the department code for Financial Management Operations.

Department Name: Please enter your official department name as it appears in FAMIS. You can enter your department code on FAMIS screen 860 for this information.

The Extension of Credit Request letter is no longer required for each account. Please only complete one form for each department.

1. Provide as much detail as possible on your extension of credit operation.
 - a. Include a monthly low and high average value for all of your accounts combined.
 - b. Indicate if your customers are TAMUS members only, external only, or both.
 - c. Attach second page if more space is needed.
2. Estimate the duration of the extension of credit operation.
 - a. Ongoing/Indefinite: for operations that have no ending date
 - b. Provide date operation is anticipated to end if applicable
3. Please check all statements that apply to your operation.
4. If applicable, please attach a separate letter explaining any special circumstances requiring the operation to extend credit over thirty (30) days. This special circumstance must be approved by the CFO.
5. If your department does not use FMO for creating and tracking invoices/account receivables, a monthly report must be provided by the 25th of each month for the previous month. This report should include billings, collections, and an aging of outstanding accounts receivables balances. This report can be mailed to Sales & Receivables MS 6000 or emailed to ar@tamu.edu.

Certification: Must be read and signed by department head or designee. A copy of department's written extension of credit and collection procedures must be attached to this request. For more information on procedures, please visit <http://finance.tamu.edu/fmo/sales/docs/Ext-Credit-Collection-Proc.asp>.

SUBMIT COMPLETED FORM TO:
FMO Sales & Receivables
MS 6000

NEED HELP?
FMO Sales & Receivables
Phone (979) 845-4509
ar@tamu.edu