



Extension of Credit Request Instructions

Per System Regulation 21.01.04 Extension of Credit, 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 for each FAMIS account where TAMHSC is extending credit regardless of the type of customer the credit is being extended.

Department Code: This is the four digit number for your department. You can find this code by entering one of your accounts on FAMIS screen 006. Your department code will be in the 'Primary' field. For example: entering account 150002 gives a primary code of 4100. This is the department code for Finance and Administration.

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

1. Provide as much detail as possible on your extension of credit operation, such as:
 - a. Include an average value of the amount of credit to be extended on the account.
 - b. Indicate if your customers are TAMUS members only, external only, or both.
 - c. A second page can be attached 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 expected 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/Designee.
5. If your department does not use FAMIS for reporting your receivables, the department will need to maintain a monthly report of receivable billings and collections, including an aging of outstanding accounts receivable balances and a reconciliation of individual account balances to the controlling general ledger.

Certification: Must be signed by department head or designee. Please note, a copy of the department's written procedures regarding extension of credit and collection procedures must be attached to the request.

Please submit completed form to Accounts Receivable, Finance & Administration, MS 1361 or Laserfiche folder tamhsc\9.0 In-Boxes\A/R & Deposits. Please direct questions to pcadena@tamhsc.edu or dathomas@tamhsc.edu.