**PROVISIONERS - Accounts Receivable Policy & Procedure**

1. Collection of Accounts Receivable is the responsibility of all Managers and Controller and Administrative Personnel in any given division.
2. Meetings are to be held every two weeks with AR clerk and Sales team

Bring print outs of aged receivables

Detailed review of each account with actions and names of who have worked on collecting the overdue A/R, and how to proceed with collection efforts

1. Any problem accounts not resolved over 60 days must be escalated to Barb & Phil.