



Abertay University

Commercial & Research Debt Management Policy 2018 - 2019

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1. INTRODUCTION

- 1.1 The aim of this policy is to minimise levels of debt and bad debts in order to protect the overall financial health of the University and allow it to continue to invest in teaching and research excellence.
- 1.2 This policy applies to all commercial and research contracts/agreements. It excludes student related debt.

2. CREDIT REFERENCE CHECKING

- 2.1 All Schools/Services entering into a contract or agreement, where the total value exceeds £5,000.00, must obtain permission from the Accounts Receivable team prior to any agreement being entered into or work being carried out. A credit reference check will be carried out where appropriate and the School/Service will be advised of any changes that may be required to the standard terms of business.
- 2.3 Schools/Services can request Accounts Receivable to carry out a credit reference check on any company/individual where they feel it necessary to ensure the risk of debt to the University is minimised.
- 2.4 All commercial and research projects must be applied for through "Pure", where credit reference checks are carried out as part of the approval process. A separate form is not required.

3. STANDARD TERMS & CONDITIONS

- 3.1 University standard payment terms and conditions apply. Invoices are due for payment on or before 30 days after the date of the invoice. Exceptions to the standard payment terms and conditions are made at the discretion of the Director of Finance and Research Services or where it is superseded by a contract which the Director of Finance and Research Services is aware of.
- 3.2 Payment methods are located on the invoice and in Appendix A of this policy.

4. DEBT MANAGEMENT PROCEDURES

- 4.1 Sending reminders to a debtor is the sole responsibility of Accounts Receivable, although the School/Service raising the invoice or making a claim should assist where requested. Reminders will consist of a prescribed process dictated by: (i) intervals as set up on the Finance system; and (ii) response from a debtor. A debtor can only be withheld from the standard debt collection process at the Director of Finance and Research Services' discretion.
- 4.2 Accounts Receivable will notify Schools/Services of any slow payers and will, where necessary, request the withdrawal of service until accounts are brought up to date.
- 4.3 If a debtor fails to pay an invoice within the 30 day timescale, the University may apply interest and charges to the debtor's account in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.
- 4.4 If a debtor fails to settle outstanding amounts, one or more of the undernoted consequences may occur:
 - A £50.00 plus VAT referral charge will be applied to the debtor's account and the account referred to one of the University's debt collection agencies;
 - Legal proceedings may be initiated by the debt collection agency. The debtor may also be liable to pay judicial interest and court expenses in addition to the debt.
 - Any pronounced court order will have an adverse effect on the debtor's credit rating. If the court order is enforced, it may incur the debtor in further costs and could even lead to the debtor's bankruptcy;
 - A Statutory Demand may be sent to a Limited Company which may result in it being wound up.

5. QUERIES

Queries on commercial or research debt should be made to Accounts Receivable on finance@abertay.ac.uk.

6. COMPLAINTS

Our aim is to resolve issues of dissatisfaction by conducting a thorough and fair investigation. For further information, please view the University's *Complaints Handling Procedure* which is located on our website <http://www.abertay.ac.uk>

APPENDIX A - PAYMENT METHODS

Please ensure that the invoice number is quoted with all payments to ensure that the payment is correctly allocated. Payment can be made as follows:

Cheques

All cheques should be made payable to the 'University of Abertay Dundee' and sent directly to the Finance team at the following address:-

Abertay University
Finance (Room 3504)
Kydd Building
Bell Street
Dundee
DD1 1HG

Bank Transfer

All payments by Bank Transfer should be made to the following Bank Account:-

The Royal Bank of Scotland
Dundee Chief Office
3 High Street,
Dundee
DD1 9LY

Sort Code: 83-50-00
Account Number: 10503800
IBAN ref: GB52 RBOS 8350 0010 5038 00
Swift ref: RBOS GB2L

Credit/Debit Card

We accept payment from all major credit/debit card providers.



Payment can be made as follows:

- Contacting our cash desk by telephone on 01382 308833 quoting the invoice number.
- Online through our website: <https://www.abertay.ac.uk/make-a-payment> . The customer number and the invoice number will be required for an online payment.