

**Tumwater School District
Board Policy**

UNCOLLECTED NON-TAX REVENUE

The superintendent or his or her designee will make an effort to collect all revenues due from federal, state, local and non-tax sources up to and including sending the receivable to a collection agency. If it appears that collection efforts are futile or efforts to collect the amount owed would not be cost effective in light of the amount owed or other circumstances, the debt may be written off with an explanation of the rationale for such action.

With any person/entity owing the district money, the district will make three direct attempts to collect the debt. In the third attempt, the district will notify the responsible party that failure to pay by a specific date will result in the debt being turned over to a collection agency. Once that date has passed, all information will be given to the Financial Services Department in order to send the debt to the collection agency.

This policy does not preclude the Board from authorizing direct litigation on behalf of the District to collect the debt.

ADOPTED: February 23, 2017