

Procedures for Technical Service and Policy Projects

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The Association from time to time undertakes technical service projects on behalf of a group of some or all the Member Departments. It also undertakes policy department or study projects on behalf of the Association that involve the pooling of funds received from Member Departments, which are then normally employed to secure consultant assistance and pay certain other costs. When Member Departments are invoiced for their share of the cost of any such projects, an account receivable item is created in the Association's accounting system.

The following procedures have been adopted for use in the administration of both technical service projects, and policy projects:

1. As a condition precedent to establishing such projects and issuing an invoice to a member department for collection of the department's share of the project cost, a solicitation shall be made to the Member Departments stating the expected cost for their participation and requesting a statement of each department's intent with respect to participating in the project. Invoices shall then be sent only to those Member Departments that have stated their intent to participate.
2. With respect to accounts receivable items that are overdue for such projects, the Secretary-Treasurer is authorized and directed to make contact with the involved member department to determine if the accounts receivable item will be paid. After giving due consideration to all the facts surrounding the situation, if the Secretary-Treasurer determines that it is reasonable to expect that the accounts receivable item will not be paid to AASHTO, the Secretary-Treasurer can direct that the item be written off the accounting system of the Association as "uncollectible."