



## Associated Contractors of New Mexico

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### ASSOCIATED CONTRACTORS OF NEW MEXICO ACCOUNTS RECEIVABLE POLICY

The Board of Directors of the Associated Contractors of New Mexico (ACNM) hereby establishes the following policy with regard to payment terms relative to membership within the organization, utilization of any materials, products or services provided and made available for sale by the Association, or for participation in any functions or activities that may be sponsored or promoted by ACNM.

Delinquent or unpaid balances over sixty (60) days past due will prompt a response from the ACNM Executive Director/Office Manager to the delinquent party, which shall include notification of the past due status, and seeking a commitment as to when payment should be expected or discussion of mutually acceptable payment terms. In the event the party charged with being delinquent has evidence to dispute the reported past due charges, such evidence should be provided to ACNM as soon as possible.

Should an undisputed delinquent or unpaid account balance reach a period of ninety (90) days past due without payment activity, ACNM shall notify the delinquent party of this status, and the account shall be suspended until such time that the delinquent party rectifies any and all unpaid balances exceeding thirty (30) days. No access to ACNM products or services will be granted to the delinquent party during the time the account is in suspension, including any cash transactions.

The ACNM Board of Directors shall review the status of the monthly Aging Schedule for Accounts Receivable with the Executive Director at each meeting of the Board. No revisions or exceptions to this policy shall be permitted without the approval of the ACNM Board of Directors.