**Activity 7.4.2 – Collection Procedures**

Purpose: Research collection procedures for businesses.

1. Research this site: [**http://www.nrc.gov/reading-rm/doc-**](http://www.nrc.gov/reading-rm/doc-collections/cfr/part015/) [**collections/cfr/part015/**](http://www.nrc.gov/reading-rm/doc-collections/cfr/part015/). If the site is not available, locate another site by searching the Internet. Take notes on steps used to collect on past due accounts.
2. Invite a guest speaker who has knowledge about procedures in collecting on past due accounts.
3. Have students break into a team of 3 or 4 and create a poster outlining their collection procedures for a business.
4. Ask the team to present their poster to the class.