

**EXPLANATION OF NON-ADHERENCE  
TO REVENUE COLLECTION GUIDELINES**

Name of Activity

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Person Responsible for Collections

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Explanation for Non-Adherence to Guidelines Set Forth for Internal Cash  
Collection Procedures:

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Corrective Action Taken to Prevent Reoccurrence:

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Submitted by:

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Responsible Person

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Date

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Activity Director

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Date

Approved by:

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Vice President

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Date