

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	Policy No.: 50-06
Facility: Mackenzie Regional Landfill	Effective Date: January 20, 2007
Policy Title: COLLECTION OF UNPAID ACCOUNTS	Page 1 of 1

PURPOSE:

To provide for the timely and orderly collection of unpaid accounts at the Mackenzie Regional Landfill.

POLICY:

1. Payment on account is 30 days from the date of the invoice.
2. The Manager shall maintain a list of accounts unpaid after 90 days at the Landfill site, and deny access until the account is paid in full.
3. The collection procedures shall include:
 - Monthly statements
 - Phone calls requesting payment
 - Referral to Collection Agency
4. Uncollectible accounts shall be referred to the Commission annually for writing off.

RESPONSIBILITIES:

1. The Manager is responsible for the collection of unpaid accounts, and any referrals to a collection agency.
2. The Board will be responsible to review the policy.

	DATE	RESOLUTION
Approved	January 20, 2007	11-07
Amended	April 4, 2009	24-09
Amended		