

**Public Water Supply District #3 of Johnson County
Policy and Procedures**

FILE COPY

Policy / Procedure number: 2007-007

Subject: Refunds Less than \$2.00

Approval Date: August 14, 2007

Revision Date: N/A

POLICY: No refunds will be issued on accounts for credit balances less than \$2.00

PROCEDURE: When a credit totaling less than \$2.00 exists on a closed account a refund check will not be issued, due to the administrative costs involved. All credits less than \$2.00 will be applied to "Other Income."

FINAL APPROVAL
BOARD OF DIRECTORS

By: Anthony Aita
President

Date: 08/14/07

By: Leo Grossalose
Director

Date: 8/14/07

By: Samy Weigh
Director

Date: 8/14/07

By: ABSENT
Vice-President

Date: _____

By: ABSENT
Director

Date: _____

By: Tereasa Haislit
District Clerk

Date: 8/14/07