

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

FILE COPY
Page 1 of 1

Policy / Procedure number: 2007-004

Subject: Utility Bill Payment Assistance from Charitable Organizations

Approval Date: August 14, 2007

Revision Date: N/A

POLICY: Customers applying for assistance from charitable organizations to pay their past due utility bill, in full, will not be locked off for non-payment. Partial payments will not be accepted as suspension of disconnects unless the payment made by the agency leaves a balance due below \$30.00.

PROCEDURE: Customers receiving assistance from charitable organizations must have the organization contact the PWSD #3 office.

The organization making payment must have a promissory letter on file with contact information. Amount being paid and account name and number can be phoned and/or faxed in. This must be received by cut-off date. If the payment is not received by the following disconnect date, customer will be locked off.

All penalties and fees will be applied.

**FINAL APPROVAL
BOARD OF DIRECTORS**

By: Anthony [Signature]
President

By: ABSENT
Vice-President

Date: 08/14/07

Date: _____

By: Reo [Signature]
Director

By: ABSENT
Director

Date: 8/14/07

Date: _____

By: Jany [Signature]
Director

By: Terese [Signature]
District Clerk

Date: 8/14/07

Date: 8/14/07