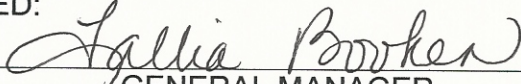
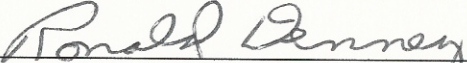




OPERATING POLICY

POLICY TITLE: CONVENIENCE FEE					
SECTION	FISCAL MANAGEMENT	NUMBER	3.8	DATE	
REPLACES POLICY NUMBER:		TITLE: CONVENIENCE FEE			
DATE ADOPTED: 1/18/2018					
DATE REVISED:					
CROSS REFERENCES:					
APPROVED:					
 GENERAL MANAGER				DATE	
 SVRA CHAIRPERSON				2/1/18 DATE	

Effective January 19, 2018, the processing of any payment over the phone will result in an additional convenience fee of \$15.00.

The convenience fee will not apply to payments made in person, or personal/certified checks sent in the mail.