



OPERATING POLICY

POLICY TITLE: CONVENIENCE FEE					
SECTION	FISCAL MANAGEMENT	NUMBER	3.8.1	DATE	10/21/21
REPLACES POLICY NUMBER:		TITLE: CONVENIENCE FEE			
DATE ADOPTED: 1/18/2018					
DATE REVISED:					
CROSS REFERENCES:					
APPROVED:					
GENERAL MANAGER				DATE	
SVRA CHAIRPERSON				DATE	

Effective January 1, 2022, the processing of any payment over the phone will result in an additional convenience fee of 4% of total amount due.

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