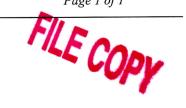
Public Water Supply District #3 of Johnson County Policy and Procedures

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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: La Morry Ath	By: AB SENT Vice-President
Date: 08/14/07	Date:
By: Director	By: ABSENT Director
Date: <u>8/14/07</u>	Date:
By: dany Weigh	By: Ilrea & Haislit
Date: 8/14/07	Date: 8/14/07