

**INDIO WATER AUTHORITY
ADMINISTRATIVE POLICY AND PROCEDURE**

SUBJECT: CITY HALL DROP BOX PROCEDURES

PURPOSE: To establish a uniform policy for City Hall Drop Box water payments to be posted to customer's account in a timely manner.

POLICY:

I. DAILY DROP BOX PICK UP

Drop box payments need to be picked up no later than 8:00 a.m. each day and posted that same day. Do not return un-posted water Drop Box payments to the City Corporate Yard.

All Drop box payments received at City Hall will be posted at City Hall. If there are questions regarding payments, please contact IWA Accounting Technician at 391-4038


II. FOR SCHEDULED TURN OFF DAYS FOR NON PAYMENT DROP BOX PICK UP INSTRUCTIONS

Drop box payments need to be picked up no later than 7:40 a.m. on Turn Off for Non-Payment days. These payments need to be posted at City Hall no later than 8:00 a.m. If there are questions regarding payments, please contact IWA Accounting technician at 391-4038.

EFFECTIVE: Immediately

DATE: April 17, 2007

SUBMITTED BY:


KELLY SMITH, FISCAL OFFICER

APPROVAL:


GARY L. LEWIS, GENERAL SERVICES MANAGER