

NEAPWA Collection Policy

- The treasurer will send invoices to the accounts payable contact or DPW Director or lead APWA Member for any amounts due to the Chapter.
- 30 days after sending the invoice, the Treasurer will send a reminder of the amount due to the person to whom the invoice was originally sent.
- If the amount remains unpaid after 60 days, a letter on behalf of the executive committee, signed by the Finance Committee Chair, will be sent to the person to whom the invoice was originally sent, notifying them that their organization will not be allowed to participate in future Chapter events if the balance is not paid by the date that is 90 days from the date of the invoice.
- The firm or agency will not be allowed to sign up for events once an invoice reaches 90 days old, until the balance is paid in full.
- Any disputed invoices will be referred to the Finance Committee for resolution.

Adopted by the Executive Committee on October 17, 2018