



STANDARD OPERATING PROCEDURES PAGER POLICY

EFFECTIVE 1 JUNE 1994, ALL PAGERS ordered through the Pierce County Search and Rescue Council **MUST** be accompanied by an order form with deposit and quarterly rent on file with their respective sponsoring unit (order forms are available through each sponsoring unit coordinator and/or through the Pierce County Search and Rescue Council). **ALL PAGERS MUST** be picked up by the renter from the Pierce County Search and Rescue Council Treasurer no later than one week after notification of pager availability. If the pager is not picked up (extenuating circumstances accepted) the pager will be shut off and returned to Cook Paging.

Each Pierce County Search and Rescue Council Unit will be billed quarterly by the Council Treasurer. Each unit is to remit the **ENTIRE** payment for **ALL PAGERS RENTED BY THEIR UNIT MEMBERS** within *six* weeks of their billing notice. No piecemeal payments will be accepted by the Pierce County Search and Rescue Council Treasurer. If payment is not received by the Pierce County Search and Rescue Council Treasurer within *six* weeks of billing, **ALL UNIT PAGERS WILL BE SHUT OFF**. Any and all re-start-up charges will be borne by the Unit. If any corrections or overpayments to the Unit's account are received after the quarterly billing, those items will be reconciled on the **NEXT** quarterly billing. **REIMBURSEMENTS** will be made through the Council member Units **ONLY** and the proper form must accompany each reimbursement request. The reimbursement will be indicated/credited on the **NEXT** quarterly billing submitted to the Unit. The pager renter will receive his/her reimbursement from his Unit Treasurer/Coordinator.

Alphamate charges will be charged to each Unit according to the number of Alphamates each Unit possesses (\$1.00 per Alphamate per month). This charge will be itemized on the Unit's quarterly bill and will be due and payable quarterly along with the pager rental. New or additional Alphamates **MUST** be ordered by using a Pierce County Search and Rescue Council form (form available through the Council).

Cook Paging cancellation requests require the pager to be in the possession of the Pierce County Search and Rescue Council Treasurer before the service will be terminated. Until the Capcode is physically verified by the Treasurer, the pager service may not be terminated. The renter of the pager is responsible for all charges incurred until the pager service is terminated.

At the end of the Year any unit with a bill over 45 days past the date of Invoicing, the bill will be deducted from the Fundraiser Disbursement for the year.

This policy is subject to change without notice