



## ACCOUNTS RECEIVABLE POLICY

- Current** Payment is due **AT THE FNSB SOLID WASTE DIVISION** before the end of the month following the invoice date. (Example: March charges due by April 30)
- 31-60 days** Account is **PAST DUE** and charge privileges will be rescinded until payment in full is received. That means that each load brought to the FNSB Landfill must be paid for in cash at the time of disposal.  
Monthly Invoice will be stamped: **"PAST DUE, IMMEDIATE ACTION REQUIRED"**.
- 61-90 days** Account is **UNACCEPTABLY** past due and disposal privileges will be **RESCINDED**. Customers will receive written notification their account has been sent to the FNSB Legal Department or a collection agency for collection.
- Over 90 days** Previously sent to FNSB Legal Department for collection.

### CHARGE ACCOUNT PROCEDURES:

- **Daily Tickets** are generated for each load, and given to the driver upon exiting the Landfill.
- **Invoices** are generated at month-end, which lists each ticket as a charge or an adjustment.
- **Payments are applied to the account against a specific Invoice.**
- ***A SINGLE PAYMENT FOR THE ENTIRE INVOICE IS PREFERRED OVER PAYMENT OF INDIVIDUAL TICKETS.***

Please review monthly invoice and notify the Landfill with concerns, questions, or comments. Payments can be made via cash, check, or electronic fund transfer.

This policy supersedes any previous policy.

Bob Jordan  
Solid Waste Manager  
Department of Public Works

### REMIT PAYMENT ADDRESS

**FNSB SOLID WASTE DIVISION  
455 SANDURI STREET  
FAIRBANKS, AK 99701**

(REVISED 2/5/07)