

I.d. – Billing and Receivables

1. The Executive Director shall establish all rates for services provided by Methow Recycles and prices for all goods sold by Methow Recycles.
2. The Executive Director shall approve and/or prepare all billings for goods and services provided or sold by Methow Recycles.
3. The Bookkeeper shall reconcile invoices with payment stubs and Bill of Lading copies and file into the appropriate customer file.
4. The Executive Director or his/her designee shall monitor outstanding receivables and send reminders and past due notices to those that are overdue.