



**MONTANA STATE HOSPITAL
POLICY AND PROCEDURE**

**INTERAGENCY CHARGES
FOR PHOTOCOPIES**

Effective Date: May 11, 2015

Policy #: BS-06

Page 1 of 2

- I. PURPOSE:** To ensure photocopy expenses incurred at Montana State Hospital (MSH) are credited to and paid for by the appropriate agency within the Department of Public Health and Human Services (DPHHS).
- II. POLICY:** DPHHS agencies utilizing MSH's copy machines will be charged an established and reasonable fee per copy.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Agencies utilizing MSH copy machines will report on their usage at least quarterly.
 - B. The Accounting Tech in the Business Office will receive and receipt payment of bills.
 - C. The Chief Financial Officer will ensure reporting and billing guidelines established in this policy are adhered to.
- V. PROCEDURE:**
 - A. Staff members from agencies utilizing MSH's copy machines will report the total number of copies made at least quarterly.
 - B. A fee of \$.026 per copy will be charged.
 - C. The Accounting Tech in the Business Office will prepare and send bill for payment to the requesting agency.
 - D. Agencies will submit payment to the Accounting Tech in the Business Office.
 - E. The Business Office will process funds for the State General Fund.
- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Claims/Accounting Technician, Hospital Administrator.

