



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### EMPLOYEE CHARGES FOR PHOTOCOPIES

**Effective Date:** May 22, 2020

**Policy:** BS-10

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- I. PURPOSE:** To ensure photocopy expenses incurred at Montana State Hospital (MSH) are paid.
- II. POLICY:** Employees utilizing MSH's copy machines for personal reasons will be charged an established and reasonable fee per copy.
- III. DEFINITIONS:** None. inclusion
- IV. RESPONSIBILITIES:**
  - A. Employees will report copies made to the Accounting Tech in the Business Office and submit payment as billed.
  - B. The Accounting Tech in the Business Office will bill employees as appropriate, receive and receipt payment of bills, then process monies for the State General Fund by inclusion on the Treasury Deposit.
- V. PROCEDURE:**
  - A. Employees copying for personal reasons will report the number of copies made to the Business Office.
  - B. The Accounting Tech will bill employees \$0.10 per page. Upon receipt of payment, the Accounting Tech will forward the Receipt to the Accountant who will forward to the the Fiscal Bureau in Helena after entering the Treasury Deposit.
- VI. REFERENCES:** DPHHS Copying Policy.
- VII. COLLABORATED WITH:** Claims/Accounting Technician, Accountant, Hospital Administrator.
- VIII. RESCISSIONS:** BS-10, Employee Charges for Photocopies dated January 7, 2019; BS-10, Employee Charges for Photocopies dated May 11, 2015; BS-10, Employee Charges for Photocopies dated March 2, 2012; BS-10, *Employee Charges for Photocopies* dated October 10, 2008; BS-10, *Employee Charges for Photocopies* dated June 17, 2005.
- IX. DISTRIBUTION:** All hospital policy manuals.

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- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Chief Financial Officer.
- XII. ATTACHMENTS:** None.

Signatures:

Kyle Fouts  
Hospital Administrator

Tracey Thun  
Chief Financial Officer