



**MONTANA STATE HOSPITAL  
POLICY AND PROCEDURE**

**INTERAGENCY CHARGES  
FOR PHOTOCOPIES**

**Effective Date:** January 7, 2019

**Policy:** BS-06

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- 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.

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- VIII. RESCISSIONS:** BS-06, *Interagency Charges for Photocopies* dated May 11, 2015; BS-06, *Interagency Charges for Photocopies* dated March 2, 2012; BS-06, *Interagency Charges for Photocopies* dated October 10, 2008; BS-06, *Interagency Charges for Photocopies* dated June 17, 2005; BS-06, *Interagency Charges for Photocopies* dated November 17, 2004; BS-06, *Interagency Charges for Photocopies* dated September 1, 2002; BS-06, *Interagency Charges for Photocopies* dated May 15, 2001.
- IX. DISTRIBUTION:** All hospital policy manuals.
- 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  
Interim Hospital Administrator

Tracey Thun  
Chief Financial Officer