

LOW MOUNTAIN CHAPTER
CHAPTER TELEPHONE,
FAX, PRINTING, SOLID
WASTE



POLICIES
AND PROCEDURES

LOW MOUNTAIN CHAPTER
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ATTACHMENT I

**LOW MOUNTAIN CHAPTER
CHAPTER TELEPHONE, FAX, PRINTING, SOLID WASTE
POLICIES AND PROCEDURES**

I. PURPOSE:

The Chapter telephone and fax lines are established to receive verbal and written communications between the Low Mountain Chapter and various entities within and surrounding the Navajo Nation. The usage of said office equipment are strictly for Chapter business and are to be used Monday through Friday, 8:00 a.m. to 5:00 p.m.

With the following conditions, the Low Mountain Chapter Staffs and elected Officials will have access and authority to use the Chapter telephone and facsimile machine.

The community shall have access to utilizing the facsimile machine, computer printing, and Xeroxing; however, shall resort to pay a fee.

The community shall have access to utilizing the Solid Waste disposal; however shall resort to paying a fee.

COLLECT CALLS: Absolutely no personal long distance call shall be charged or billed to the Chapter telephone. Any unauthorized call(s) shall be charged to the individual placing the call(s).

LONG DISTANCE CALLS: Absolutely no personal long distance call shall be charged or billed to the Chapter telephone. Any unauthorized call(s) shall be charged to the individual placing the call(s).

II. FEES AND PAYMENTS:

All fax services (payment for incoming and outgoing) shall be received by the Accounts Maintenance Specialist or appointed chapter personnel; the money received (\$2.00 first page and \$1.50 additional pages) including current Navajo Nation Sales Tax shall be deposited with the Chapter Activity Funds.

All Solid Waste fees for Registered Member shall be \$1.00 per bag including current Navajo Nation Sales Tax and shall be deposited with the Chapter Activity Fund.

All Solid Waste fees for Non Registered Member shall be \$1.50 per bag including current Navajo Nation Sales Tax and shall be deposited with the Chapter Activity Fund.

III. ACCOUNTING:

All fax, Xeroxing, printing, solid waste disposal services, rentals and resales revenues shall be made through Chapter Government Office.

IV. RECORDING KEEPING:

The Low Mountain Chapter Administration Office shall maintain a fax log, receipt journal, which shall be filled out by the individual requesting services. The Chapter Accounts Maintenance Specialist or Community Services Coordinator shall assure all revenue services are recorded on log.

V. AMENDMENTS:

The Low Mountain Chapter shall strictly abide and comply with the set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Telephone/Fax/Printing Solid Waste

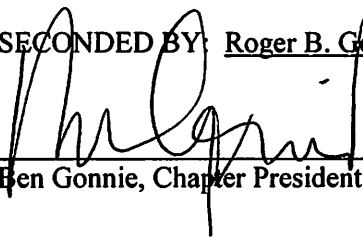
Policy and Procedure policy. The process to amend the Policy and Procedure shall be recommended in writing by any registered community members at a duly called chapter planning meeting.

C-E-R-T-I-F-I-C-A-T-I-O-N


We, hereby certify that this foregoing Telephone, Fax, Printing, and Solid Waste Policy and Procedures was duly considered at a duly called Low Mountain Chapter Meeting in Low Mountain, Navajo Nation, Arizona at which a quorum was present and that same was approved by a vote of 04 in favor, 00 opposed, and 01 abstained on this 16th day of October, 2020.

MOTIONED BY: Rose Ann Charley

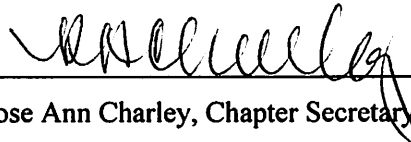
SECONDED BY: Roger B. George



Ben Gonnig, Chapter President



Roger B. George, Chapter Vice-President



Rose Ann Charley, Chapter Secretary/Treasurer