

Created by: MOBIUS Finance Committee

Approved: MOBIUS Board of Directors, 04/18/11

Effective: 07/01/2011

Revised: 04/28/11

Replaces: N/A

Purpose of the policy: To outline the timetable and procedure for addressing the issue of payment for services rendered and billed by MOBIUS.

Background: This policy supersedes all previous policies and practices regarding payment of services.

Content of the policy:

- All billing and payment correspondence will be sent to the address registered on file with MOBIUS by each Member.
- All communication between MOBIUS and Members will be the responsibility of the Executive Director and MOBIUS Consortium staff.
- All invoices billed by MOBIUS for services rendered, assessments, or other products provided by MOBIUS are due within 30 days of the date of invoice.
- If a payment is overdue by more than 14 days, a reminder letter will be sent to the Member via first class or certified mail.
- If a payment is overdue by more than 30 days, contact will be made by the Executive Director to the Member Representative via phone.
- If a Member fails to make payment within 90 days of the date of invoice, MOBIUS will begin the following actions:
 - a. If the payment due is for the annual assessment, then the President of the Board, in conjunction with the Executive Director, will begin termination of the Member's rights in accordance with Section 2.19 of the Bylaws.
 - b. If the payment is for other services rendered or products provided, said services will be ceased immediately and support retracted.
 - c. Other measures or special circumstances will be reviewed on a case by case basis by the President of the Board and the Executive Director.

Review: This policy is to be reviewed by the Finance Committee on a bi-annual basis.

Communication: The Treasurer is responsible for distributing and communicating this policy to the Membership.

Compliance: The President of the Board, in conjunction with the Executive Director, is responsible for the compliance of this policy within the organization of MOBIUS.