

TRUCKEE-TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 812312
Formerly PI 812

Effective: August 18, 1987
Approved: January 26, 2012

Formatted: Tab stops: 5.13", Left + Not at 5.25"

SUBJECT: REQUEST FOR CREDIT SERVICES

PURPOSE: To establish a policy upon which credit for aviation fuels and other goods/services may be established.

POLICY:

1. Normally the Truckee Tahoe Airport District does not extend credit for aviation fuels and services. However, under certain conditions the Manager, with approval of the Truckee Tahoe Airport District Board of Directors may extend credit to selected customers.
2. Customers who wish to establish credit must fill out an official request for credit (attached). The Manager will verify the information on the credit request and then present it to the Truckee Tahoe Airport District Board at the next scheduled meeting along with his recommendation.
3. The Board will approve/disapprove the application. If the Board approves the application, a credit limit up to \$1000.00 will be established. By no means will the customer be extended credit beyond the credit limit.
4. Billing will be every *week* and a late fee of 1½% per month will be assessed any credit over 30 days past due. The customer will be notified immediately when bills are 15 days past due and will be told that credit has been suspended until the account has been brought up to date.
5. The Truckee Tahoe Airport District Board of Directors will be notified when a bill is 30 days overdue and credit has been suspended.

Kenneth B. Jones, President

TRUCKEE TAHOE AIRPORT DISTRICT CREDIT APPLICATION

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Type of Aircraft: _____

Owned: _____ Lease: _____ Other: _____

Chief Pilot: _____ Telephone #: _____

Person responsible for payment of bills: _____

Telephone #: _____

BANK REFERENCES * Address/Account Number	CREDIT REFERENCE
_____	_____
_____	_____
_____	_____

Credit Limit Requested: _____

Billing Statement: _____

I authorize the above credit references/Banks to verify financial responsibility, and TRW and other professional credit report corporations be contacted concerning credit histories.

Signed: _____ Date: _____
Corporate Officer/Chief Pilot

Title: _____

Board Action: Approve _____ Disapprove _____ Date: _____

Signed: _____ Date: _____
Truckee Tahoe Airport Manager