

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 06.04.030	PAGE 1 of 2
	EFFECTIVE DATE January 15, 1993	
SUBJECT Extension of Credit For Rural Airports	SUPERSEDES	DATED
CHAPTER Finance	SECTION Revenues	APPROVED BY Signature on File

PURPOSE

To establish a policy governing the extension of credit to rural airport lease holders, concession permit holders, and to aircraft carriers for landing fees and aircraft tie downs.

POLICY

It shall be the policy of the department:

- To consider that credit has been extended to a customer any time is in arrears in submitting a Certified Activity Report (CAR) as required by a contract, permit or other departmental agreement or program.
- That an estimate of the amounts due to the department be booked as receivables in the revenue sub-system.
- To consider the failure to submit CAR's when due a breach of contract.
- To advise the lease or permit holder that no contracts, leases, or permits for them will be granted or renewed or any assignment or subleases approved until the delinquent activity reports and payment have been received by the department.
- To offer extended payment plans to delinquent lessees when possible to avoid the high cost of litigation.
- To pursue collection in accordance with FMOM procedures and Policy Number 06.04.010.

AUTHORITY

AAM 45.100 and AAM 45.030
AAC 40.300 to AAC 40.385
AS 17.320(6)(E)

USE

This policy is intended to be used in conjunction with procedures which are issued through the Financial Management Operations Manual (FMOM), Alaska Administrative Code (AAC), and Statewide Leasing's Desk Manual.

IMPLEMENTATION RESPONSIBILITY

The Director of Administrative Services Division, Regional Finance Officers, Accounts Receivable Supervisors, Rural Airport Leasing Officers.