

HFMA – Wisconsin Chapter
Board of Directors
POLICIES & PROCEDURES

Policy #: Directory Sales	Policy #: D-04	Page: 1 of 1
Policy and Procedure Manual Chapter: Reimbursement and Payment	Director Responsible: Newsletter Chairperson	
Approval Date: 03/11/16	Effective Date: 03/11/2016	

A. PURPOSE

To establish a policy for the purchase of the Chapter Member Directory.

B. POLICY

Each year the Chapter publishes the Wisconsin Chapter Member Directory. One copy is provided to each member free of charge. Additional copies are provided to Sponsors pursuant to the provisions of the Chapter's Sponsorship Program. Members may buy additional copies for \$10. Non-members may buy a copy of the directory for \$50.

C. REFERENCES

none

D. DOCUMENT HISTORY

Created Date: (month/year)

Revised Date: (March 2016)