

Approval Date: March 27, 2003  
Most Recent Editorial Date: November 17, 2015

Most Recent Approval Date: June 17, 2014

Parent Policy: [Utility Rates Policy](#)

## Billing of Utility Services Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Associate Vice-President (Utilities)
<b>Approver:</b>	Associate Vice-President (Utilities)
<b>Scope:</b>	Compliance with this University procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

### Overview

All Service meters are read and billed on a monthly basis.

### Purpose

To ensure recovery of all costs associated with the delivery of Utility services on a monthly basis.

### **PROCEDURE**

All utility meters will be read on a monthly basis.

Bills will be prepared on a monthly basis, within 15 working days of the following month.

All queries on bills will be directed to the Department of Utilities.

All **service changes** must be directed to Department of Utilities.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

<b>Service Changes</b>	Change of address or changes to services supplied
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### **FORMS**

There are no forms for this Procedure. [[▲Top](#)]

### **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

There are no related links for this Procedure.