



# POLICY & PROCEDURE

Administration  
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## **TOPIC: DUPLICATE RECEIPTS**

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### **POLICY:**

The Council provides receipts to each registrant when the member renews his/her registration with the College. Each year at renewal time, the Council reminds members to place their receipts in a safe location in preparation for the next taxation period.

Every year, a number of requests are received from registrants who have lost or misplaced their registration fee receipt.

The Council has determined that duplicate receipts will be made available to registrants on a cost recovery basis.

### **PROCEDURE:**

1. Registrants who require a duplicate receipt for fees must first submit the request in writing accompanied by the current fee, which is \$10.00. A duplicate receipt will not be issued until the fee is received.
2. The Registration Secretary will produce a duplicate receipt for the registration fees paid by the member. The duplicate receipt must be marked "Duplicate Receipt" but is identical to the original receipt in every other way.
3. A receipt for the cost of the duplicate receipt will be issued to the member for CPM bookkeeping purposes.