



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

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| Title: CHARGE BACKS FOR PRODUCTION SERVICES | Code: 110220 |
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Policy Reference: N/A

Payment for television production services provided to various departments of the college will utilize the internal requisition system.

Each MATC department receiving services will be provided with an itemized statement from the TV production department cost accounting system.

Individuals needing assistance or information on production costs should contact the director of Program Production at 297-7548.

Office of Responsibility: WMVS/MMVT Station Management