



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: CHARGE BACKS FOR PRODUCTION SERVICES

Code: 110220

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 Manager.

Individuals needing assistance or information on production costs should contact the Production Manager.

Office of Responsibility: WMVS/WMVT Station Management
Last reviewed on June 8, 2021