



Administrative Policies and Procedures

Policy Title: Coin Acceptance Policy	Policy Number: 510
Effective: 8/07	
Supersedes: APR #510, dated 9/92	
Approval: <i>Roger W. Frasen</i>	Page 1 of 1

1. Purpose

To provide guidelines for accepting coins tendered for payment.

2. Policy

- 2.1 The City will not accept more than twenty coins in payment of any debts or obligations owed the City.
- 2.2 Waiver – The City may waive this policy and accept more than twenty coins, provided the payment includes a coin processing fee equal to 5% of the original payment.
- 2.3 The City may waive the coin processing fee, provided the following conditions are met:
 - 2.3.1 Coins are wrapped in coin wrappers containing the customer's name, address and telephone number and coins are wrapped in the categories listed below:

Pennies	.50¢ roll wrapper
Nickels	\$2.00 roll wrapper
Dimes	\$5.00 roll wrapper
Quarters	\$10.00 roll wrapper
 - 2.3.2 Shortages or overages in rolled coins in excess of \$1.00 will be adjusted to customer's account as amounts due and overages as refunds due.