

***** IMPORTANT *** PLEASE READ*****

July 1, 2021

TO: AIA Member Schools – Athletic Directors, Business Offices

FROM: AIA Executive Board & AIA

RE: Effective Fall 2021 – RefPay/ArbiterPay Insufficient Funds Service Charge



In accordance with Article 6, Section 3, Paragraph 1 of the Arizona Interscholastic Association, Inc. (AIA) Constitution, a regular meeting of the Executive Board was held on Monday, May 17, 2021 at 7007 N 18th Street, Phoenix, Arizona 85020 and via teleconference.

President Toni Corona called the meeting to order at 8:30 am.

REFPAY PROPOSAL

On a motion made, seconded and carried, the Executive Board **approved** the proposed RefPay Insufficient Funds 8% weekly service charge for those member schools whose RefPay balance is insufficient to pay out the "Marked & Approved" Officials. Each Monday, a system generated Invoice assessing this service charge on the 'overdraft' amount will be emailed to the Athletic Director and is due on receipt.

The membership has full access to Current Balance, Marked and Approved, Assigned, and Projected Balance on their AIA Admin Dashboard. There is every opportunity for membership to stay ahead of any Insufficient Funds alerts and subsequent service charges.

Per the posted RefPay Policy & Procedures:

<https://www.aiaonline.org/about/procedures-manual>

- Member schools are to maintain sufficient funds on deposit to meet that school's liabilities at all times.
- Insufficient Funds on account are subject to an ISF Service Charge Invoice.
- A Purchase Order is deemed a notice of invoice request* or intent to issue a check for deposit. Purchase Orders do not fund the school's ArbiterPay sub-account.
- Invoice requests* should be submitted via e-mail to jegarcia@aiaonline.org and arichmond@aiaonline.org Invoice will be sent via return e-mail. State school name and amount for the invoice requested.