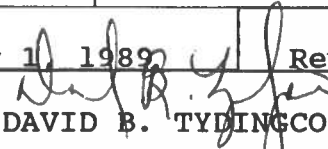




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POLICY MEMORANDUM NO. 02-89

To: All Employees/Sections	Subject: Procedures/Guidelines For Billable Documents.
Effective Date: October 1, 1989	Revision Date:
Approved By:  DAVID B. TYDINGCO, General Manager	
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)	
<p>I <u>Purpose:</u> To provide standard procedures and guidelines for processing and submission of billable documents.</p> <p>II <u>Scope:</u> The provisions of these guidelines shall be utilized by those employees who are responsible for submitting and processing Vessel/Miscellaneous Services billable documents.</p> <p>III <u>Guidelines for submittal:</u></p> <p>A. Master Container Control Report shall consist of:</p> <ol style="list-style-type: none"><li>1. Container Outturn</li><li>2. Master Container Control</li><li>3. Container Loading Tally Sheet</li><li>4. Crane Performance Report</li></ol> <p>Above documentation shall be completed after each vessel operation and shall be submitted to Tariff Section within two (2) working days after vessel departs.</p> <p>B. Operational Report/Log</p> <p>a. Vessel</p> <ol style="list-style-type: none"><li>1. Stevedoring Section shall submit directly to Tariff Section within two (2) working days after vessel departs.</li><li>2. Terminal Section shall control submission from other sections (i.e. Transportation, Facility, etc.) to Tariff Section within two (2) working days after vessel departs.</li></ol>	

b. Special Service Request -

1. Service Request will be received from 0800 - 1500 daily at the Service Request Desk and receiver shall notify the sections involved of the services to be rendered.
2. Tower Section shall be responsible for the control of all Service Request to be rendered by Terminal Section.
  - a. Upon completion of services rendered, documents shall be submitted within two (2) working days to Service Desk for compilation.
  - b. Compilation and submission by Service Request Desk to Tariff Section shall be completed within two (2) working days.
3. All other sections shall submit Service Request related services to Service Request Desk.
  - a. Operational Report/Log for all services rendered must be submitted to Service Request Desk two (2) working days after completion of service(s).
  - b. Service Request Desk shall compile all related information as per Service Request Number for services rendered and submit such report within two (2) working days to Tariff Section for billing.
  - c. All Service Request related services shall be submitted to Tariff Section no later than four (4) working days after services were rendered.
  - d. Water Service Request - Service Request for water services shall be received by Service Request Desk but submission of such report should be submitted directly to Tariff.

Submission of documents for all of the above will be received by anyone of the Tariff Staff.