

## **SUNY Maritime College Standard Operating Procedures**

### Employee Cable

Each employee who is granted special privilege to live in on campus housing is also granted the privilege to have cable in his or her dwelling.

In order to receive cable each employee must submit a written request to the Director of Residence Halls to receive cable from the college.

Cable is delivered to the house as requested and is blocked from those houses where employees did not request cable.

Cable is billed at a rate of \$26 per month and invoices are issued quarterly. Collections are submitted to the Director of Residence Halls who records cable payments.

Cancellation of cable subscriptions are due in writing to the Director of Residence Halls. A final, prorated invoice is issued for the remainder of the cable subscription and payments for those invoices are collected by the Director of Residence Halls and recorded with all cable payments.

In the event that an employee moves out of on campus housing, written notification is required to cancel the cable subscription and a final, prorated invoice will be issued. Payments for these invoices will be collected by the Director of Residence Halls and recorded with all cable payments.