

## **PUBLIC UTILITY REFUNDING, INC.**

### **Utility Monitoring Check List**

1. Please complete and sign the consultant's agreement. Retain a copy for your files and return the other to **PUR**.
2. Photocopy each of the last 36 month's utility bills that **PUR** is to audit. Please do not copy more than two (2) utility bills per page. Make sure they are in chronological order and be sure to include copies of any attachments the utility companies may have included with the bill.
3. Check your company records for your current Contract Demand. This is the minimum KW contract established between your company and your electric utility. If you do not know your contract demand, simply call the business office. They should be able to supply you with the information.
4. Complete and the sign the enclosed Letter of Authorization (LOA). Please do not date the LOAs. (We request that they be undated because some utility companies will only honor a LOA for a period of 60 days.)
5. To provide the most effective service to our clients, it is important that you forward copies of the utility bills we are to audit on a monthly basis. Make arrangements with your bookkeeper or accounts payable department to forward the copies to **PUR** immediately after they are paid.
6. Please do not procrastinate. It only takes a few minutes to gather up the material outlined above. The longer you put it off, the less effective **PUR** will be in obtaining any refunds or credits. Every utility company follows to the letter the statute of limitations as outlined by the Public Utility Commission. Besides, it's **your** money we are trying to recover.

Thank You