

IFSAC SEAL ORDERING AND REPORTING PROCEDURE

PURPOSE

To establish a procedure for entities to obtain IFSAC seals and for Administration to receive seal reports.

APPLICATION

This policy applies to all IFSAC accredited entities who fall under Plan 1 or Plan 3 as outlined in Articles 12.6.1.1 or 12.6.1.2, and 12.9.1 of the IFSAC By-laws.

PROCEDURE

All Entities:

IFSAC Administration will only ship seals to accredited entities and only upon request. Seals are not automatically shipped. Orders can be placed in any quantity (in increments of 500) at anytime throughout an entity's billing cycle.

Newly Accredited Entities using Plan 1 or Plan 3:

Once an entity has submitted their plan payment (Plan 1 - \$2000; Plan 3 - \$750), and has been granted accreditation, they must notify IFSAC Administration to ship the number of seals that the entity desires.

Previously Accredited Entities using Plan 1 or Plan 3: Once an entity has submitted its plan payment, they must notify IFSAC Administration to ship the number of seals that the entity desires.

SEAL REPORTING

1. Once IFSAC Administration has delivered an entity 2000 seals, additional seals may not be ordered until a seal report as identified in Article 12.9.1 has been received by Administration for at least 1500 of those seals already issued. A final accounting of the remaining seals used within the annual billing cycle will be reported to IFSAC Administration within 30 days of the end of the entity's billing cycle.
2. For those entities that do not issue the original 2000 seals within their annual billing cycle, a seal report shall be provided to IFSAC Administration within 30 days of the end of the entity's billing cycle.
3. For those entities receiving shipments of seals greater than 2000, additional seals may not be ordered until a seal report has been received by Administration for at least 3/4 of the total seals delivered.