How to Cancel a Hasler Meter

1. You should write a letter to Hasler and send it to them asking them to discontinue the use of the meter.

2. Spend down the meter as much as possible, they will reimburse you for whatever is left, but it takes months for that to happen.

3. From the date of your letter you are required to pay at maximum 90 days of meter rental costs. If they pick it up sooner then you will pay less. Make sure you have a Purchase Order to pay for the remaining 90 days.

4. Confirm the pick up date with Hasler by calling.
   • If you have any supplies (toner cartridges, etc) put those in a box and have the Director deliver to Cindy when they are in Columbus.
   • Take a final balance from the machine before they arrive.

5. When they pick up the meter, they will likely leave the meter machine (owned by OSU). The meter machine can be sold, trashed or donated, just be sure to mark what happens to it on your Non-Capital Inventory Log.

6. Wait 90 days.
   • Make sure all invoices have cleared.
   • Cancel the remaining balance on the Purchase Order.
   • Follow up to make sure you receive your refund for the remaining balance on the machine.