

DOCUMENTATION OF INCOMING COLLECTIONS

(Revised 06/11)

Department records will contain information regarding the type of collection (such as cash, check, or money order) received from each payer. This information will be recorded so that it can be readily audited from receipts, reports of collections, or the registers, and will show the amount of the check or money order presented. See SAM Section 8023, Acceptance of Checks and Money Orders.

To maintain accountability of these assets, all incoming collections will be documented by the person opening the mail. These collections may be either payable or not payable to the state department.

Cash or checks not payable to the department but are transferred between employees from the time of its receipt to its deposit will be documented by the department. This documentation will include the date received or check date/check number, payer name, amount, and a brief description of the receipt.