

SAM—OFFICE REVOLVING FUNDS

INSTITUTION CASH PAYMENT FUNDS

8121

(Revised 3/96)

Each institution may establish one "Cash Payment Fund" not to exceed \$10,000. The \$10,000 cash payment fund maximum may be increased only upon written approval from the Department of Finance, Fiscal Systems and Consulting Unit. The amount actually established by an institution should not exceed that institution's reasonable needs consistent with reimbursement at least weekly and, of course, is subject to review. This fund must be placed in a safe or vault for safekeeping during hours that the office is open. This fund will be withdrawn from the Revolving Fund and operated on an imprest cash fund basis. Funds are to be used to provide cash to persons paroled, discharged, or going on leave or visit. Fund disbursements are limited to: (a) partial or full settlement of their trust accounts and (b) parole, discharge, leave, or visit allowances from State funds.

The persons to whom cash is disbursed must sign a properly completed disbursement voucher acknowledging receipt of the cash. Two distinctly different disbursement voucher forms will be used to disburse cash.

Revolving Fund Disbursement Voucher, STD. 438, will be used when cash allowances from State funds are given to persons who are paroled, discharged, or going on leave or visit. These vouchers, properly signed by the persons leaving the institution, will be retained by the custodian of the Cash Payment Fund until they are exchanged for a Revolving Fund check weekly or at such times as may be necessary. The Revolving Fund will be reimbursed through the ordinary Revolving Fund claim procedure.

Depositors Disbursement Voucher, STD. 567, will be used when cash is given to persons leaving the institution as either partial or full settlement of their trust accounts. The originals of these vouchers, properly signed by the persons leaving the institution, will be retained by the custodian of the Cash Payment Fund until they are exchanged for a Cash Trust check weekly or at such times as may be necessary.

The depositors' accounts will be charged immediately (and as of the cash payment date) from the duplicates of the Depositors Disbursement Vouchers acknowledging receipt of the cash. The Depositors Disbursement Voucher number or batch number will be shown in the posting to the Depositors Ledger. The entry in the Cash Trust Disbursements Register will show the date of the check and also the inclusive numbers of the withdrawal documents received from the custodian of the Cash Payment Fund.

Should normal routine prevent immediate posting to the depositors' accounts, the amount and voucher number should be noted on the depositor's ledger card at the time cash is disbursed.

Should the amount to be disbursed, in partial or full settlement of a depositor's trust account, represent an excessive amount of cash, the excess will be disbursed by check. Such checks should not be cashed by the institution.