



POLICY AND PROCEDURE STATEMENT

ADM 9.1.0 – Receipt of Funds

Purpose: This Policy and Procedure Statement outlines the procedures to be followed when processing funds paid to the Board of Tests for Alcohol and Drug Influence.

Effective Date: September 1, 2014

Superseded Policy: N/A

References: 47 O.S. §759, 40 O.A.C. 1-1-3

Related Forms:

Approved By: Kevin Behrens

1. Checks received by the agency for payment will be secured until deposited. The agency does not accept cash payments.
2. The Administrative Technician will enter all checks received on the BOT Receipt Log upon receipt.
3. The Receipt Log will be signed by another BOT employee prior to making the deposit.
4. The deposit receipt will be counter-signed by the Director, or designee. The counter-signature will be someone other than the employee who provided the signature on the Receipt Log.
5. The deposit receipt will be forwarded to Agency Business Services via email.

END OF POLICY AND PROCEDURE STATEMENT