



POLICY AND PROCEDURE STATEMENT

ADM 9.2.1 – 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: August 1, 2021

Superseded Policy: ADM 9.2.0 – Receipt of Funds

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

Related Forms:

Approved By: Joshua Smith

1. Checks and/or money orders received by the agency for payment will be secured until deposited. The agency does not accept cash payments or personal checks.
2. Checks received that do not have a referenced invoice may be returned to the sending party if the sending party is unable to inform the agency of the payment's associated invoice.
3. The Administrative Technician will log and process payments received on the BOT Receipt Log, the appropriate BOT invoicing system, and endorse the checks.
4. Receipts of One Hundred Dollars (\$100.00) or more shall be deposited no later than the next business day; and receipts of less than One Hundred Dollars (\$100.00) may be held until accumulated receipts equal One Hundred Dollars (\$100.00) or for five (5) business days, whichever occurs first, and shall then be deposited no later than the next business day.
5. The BOT Receipt Log will be printed and signed by the Administrative Technician.
6. The BOT Receipt Log and checks will be given to the Director, Business Manager, or designee, in their absence, for deposit preparation. (The deposit preparer shall not make the deposit.)
7. The prepared deposit shall be delivered by authorized personnel to the banking location, deposited, and a deposit receipt collected.
8. The deposit receipt will be signed by the deposit preparer, or designee.
9. The deposit receipt will be scanned and forwarded to OMES Agency Business Services via email and subsequently attached to the BOT Receipt Log.
10. The return Official Depository from OMES Agency Business Services will be combined with the deposit receipt and BOT Receipt Log and given to the Director for final review and signature. The signed record will be submitted to the Administrative Technician for filing.

END OF POLICY AND PROCEDURE STATEMENT