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GOVERNOR



KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
Office of Finance and Support Services

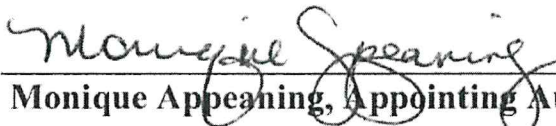
**DIVISION OF ADMINISTRATION**

**DOA POLICY NO.:** 26

**EFFECTIVE DATE:** July 1, 2013

**SUBJECT:** Receipt of Cash and Cash Equivalents

**AUTHORIZATION:**

  
Monique Appeaning, Appointing Authority

**I. POLICY:**

Each Division of Administration (DOA) section/agency is responsible for establishing written policies and procedures to ensure the proper handling of checks, money orders and/or cash hand delivered or received by mail.

**II. PURPOSE:**

The purpose of this policy is to set forth guidelines for handling checks, money orders and/or cash hand delivered or received by mail in accordance with the DOA policy.

**III. APPLICABILITY:**

This policy is applicable to all sections/agencies within the DOA, both general and ancillary appropriations.

**IV. PROCEDURES:**

Each section/agency within the DOA, that receives checks, money orders and/or cash, is responsible for logging and recording receipts on the Office of Finance and Support Services (OFSS) Funds Transmittal Form. The transmittal form is located on the OFSS's website at [http://www.doa.louisiana.gov/OFSS/ofss\\_forms.htm](http://www.doa.louisiana.gov/OFSS/ofss_forms.htm).

The following information on the transmittal is required as follows:

- Check Number/Money Order Number/Cash
- Check Date
- Check Sender/Payer
- Amount
- Comments (for any special deposit instructions)
- Number of items submitted
- Total Amount submitted
- Submitted by
- Date submitted
- Contact name of person logging the checks and/or money orders certifying and submitting the transmittal

The checks, money orders and/or cash including the original transmittal, are to be hand delivered or mailed to the OFSS to be deposited. The OFSS staff receiving the checks, money orders and/or cash will sign and date the receipt of the transmittal and verify the supporting documentation.

**V. RESPONSIBILITY:**

The OFSS will deposit and classify receipts in accordance with Article VII, Section 9 (A) of the Louisiana Constitution located at <http://legis.la.gov/lss/lss.asp?doc=206564> and Chapter 4, Section 2.1 of the Office of Statewide Accounting Policy procedures manual located at <http://www.doa.louisiana.gov/OSRAP/library/Publications/reviseandreleasedppm/CHAP04.pdf>

Each DOA section/agency is responsible for assigning a transmittal number for all funds submitted to the OFSS (i.e., OFSS-FY14-01 – Agency/Section-Fiscal Year-Fiscal Month). Each DOA section/agency needs to reconcile all deposit activity to the state's financial accounting system by reviewing, at a minimum, the monthly ISIS reports provided by OFSS.

**VI. EXCEPTIONS:**

Due to the special reporting modules used by some sections/agencies within the DOA, another type of transmittal will be accepted upon advanced approval from the OFSS.

**VII. QUESTIONS:**

Questions regarding this policy should be directed to the OFSS at 225-342-0700.