



SECTION: GA
TOPIC: MAIL 02
CHECKS-TRANSPORT
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: DEPOSITS/CHECKS -- TRANSPORTATION VIA INTERDEPARTMENTAL MAIL

Forms Needed:

Deposit Receiving Slip 014-90-15(3/90)

HSD Check Transportation Slip 014-119-15(11/94)

RESPONSIBILITY

ACTION

- | | |
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| Requesting Department | 1. Checks/Deposits are placed in a money bag and locked. |
| | 2. The appropriate form is completed. |
| Printing and Services | 3. The locked money bag is picked up by Printing and Services personnel, the appropriate form is signed and the goldenrod copy of the form is retained with the requesting department. |
| | 4. The locked money bag is delivered to the requested destination. |
| Receiving Department | 5. A representative from the receiving department signs the money transportation for acknowledging receipt and retains the pink copy of the form. |
| Printing and Services | 6. Retains the white copy of the completed form and files it at the Mail Processing unit of the Printing and Services Division. |

END OF PROCEDURE