

Change Page

Section 2.9 -- Depositing Fees

REVISION DATE	CHANGE NUMBER	CHANGE
3/23/2011	1	Click here for red letter edition
12/29/1999	1	PROCEDURE 3rd paragraph, 4th sentence: Change "Each time a deposit is made, the deposit receipt should be obtained from the bank and attached to the Deposit Slip." to "Each time a deposit is made the actual time and date of the deposit must be verified by the bank if these (time and date) vary from the bank's official bank stamp."
	2	PROCEDURE 3rd paragraph, after last sentence: Add "The bank may either issue a specific receipt containing the actual time and date of the deposit (attach to the Deposit Slip) or write the actual time and date on the Deposit Slip and initial the notation."
8/20/1999	1	POLICY: Change "Fees collected by Local Health Departments and Regional Office Clinics shall be deposited at least two times a week or when \$50 in funds has been accumulated, whichever comes first. All funds not deposited the same day of receipt must be secured under lock and key." to "Fees collected by Local Health Departments and Regional Office Clinics shall be deposited at least two times a week or within 24 hours after \$100 in funds has been accumulated, whichever comes first. All funds not deposited the same day of receipt must be secured under lock and key."
	2	PROCEDURE 3rd paragraph, 1st sentence: Change "must be completed accurately and in its entirety" to "must be completed accurately and in proper sequence"
	3	PROCEDURE 3rd paragraph, after last sentence: Add "Each time a deposit is made, the deposit receipt should be obtained from the bank and attached to the Deposit Slip."
	4	REFERENCE DOCUMENTS item 2: Change "Department of Finance and Administration - Policy 25, Deposit Practices" to "Department of Finance and Administration - Policy 25 (Revised 3/99), Deposit Practices"
	5	REFERENCE DOCUMENTS item 3: Delete "Memo Granting Exemption to Policy 25 dated June 16, 1995, by the Department of Finance and Administration"