

## **03. FINANCE**

### **3.4. Pay-In Vouchers**

BOS Adopted -

#### **3.4.1. Preparation and Disposition**

A. The department director or his authorized agent in remitting money to the account of the County Treasurer shall prepare a pay-in voucher which shall be the only form used in remitting money to the account of the County Treasurer.

B. Pay-in Vouchers shall be prepared in quadruplicate.

C. The original and duplicate to be delivered to the County Treasurer together with the remittance.

D. The original and duplicate to be delivered to the County Treasurer together with the remittance.

E. A VALIDATED Duplicate COPY will be returned by the County Treasurer to be retained by the issuing department.

F. The third copy to be delivered to the department of finance by the department at the time of the remittance.

G. The fourth copy will be held in suspense by the department, awaiting the validated copy signifying process completion.

#### **3.4.2. Required Elements**

A. Amount

B. Source from which the money accrued

C. Fund into which it is paid

D. Complete description of the funds origin and receipt

E. Numbered consecutively.

F. Issued to the budget units by the department of finance which shall record the numbers issued to each department.

G. The head of each department shall be held accountable for each form so issued and the recorded deposits.