



2.16 Receipt Handling Procedures - Effective: April 29, 2014

Purpose: This procedure defines the procedure to handle receipts of payment by various departments in the administration and finance areas.

Scope: This procedure applies to the receipts in the Admin and Finance area, including payments for insurance, licensing, engineering and misc. receipts in these departments.

Responsibility: This procedure is the responsibility of the City Controller. Changes and revisions to this policy are effective only with the consent and approval of the Controller.

Effective Date: This procedure is effective April 29, 2014.

Receipt Handling Procedure:

- Once a department has received a receipt book, this book is the responsibility of the department assigned. The books should not be shared between departments. It is the responsibility of each department to assure they do not run out of receipts.
- When a customer makes a payment in person, a receipt is completed in triplicate and will include the customer name, check number, if applicable, date and amount paid. The white copy is given to the customer. The yellow copy is given to the person responsible for entering the payment into NaviLine and is attached to the edit sheet, filed numerically and maintained in a file by the responsible party. The pink copy remains in the receipt book.
- A receipt is not required if the payment was received in the mail, as an intercity transfer/check or ACH transfer, unless one is requested by the customer.
- For insurance payments, when entering the payments on the various payment spreadsheets, the receipt number should also be included.
- If the receipt is filled out incorrectly, this receipt is to be left in the book and voided. It is NOT to be destroyed.
- When entering the receipt in NaviLine, the receipt number must be entered in either the "receipt" box, or in the "check number" box, depending on the input capabilities. If a receipt is not written out (not required unless money is received in person), the check number should be entered in lieu of a receipt number in NaviLine.
- Once a receipt book is fully used, the book is to remain in the department in a place designated by the department head. The books need to remain in the department until the audit for that year is complete. Once the audit is complete, the books can be transferred to archives.