



**DEPARTMENT OF CORRECTIONS  
Business & Finance**



<b>Title:</b>	<b>Receipting, Securing and Depositing Funds</b>	<b>DOC Policy: 30.1.3</b>
<b>Supersedes:</b>	<b>Procedure #77, Receipting, Securing and Depositing Funds dated 11/1/94</b>	
<b>Applicability:</b>	<b>All functional units</b>	
<b>Directives Cross-Reference:</b>	<b>Rules: Mail (Inmate) – Div 131 Trust Accounts – Div 158 Policy: Sale of Meal Tickets – 40.2.4</b>	

**I. PURPOSE**

To establish specific responsibilities and provide the process for receiving, securing and depositing funds within the Department of Corrections.

**II. POLICY**

**A. Trust Funds – Institutions**

1. Collections - Incoming Inmates:
  - a. Staff designated by the functional unit manager shall receive monies from transported inmates. Monies should be in the form of a criminal justice agency business check, money order, or cashier's check with the inmate name and state identification (SID) number indicated and made payable to the Oregon Department of Corrections. Cash will also be accepted.
  - b. If an incoming inmate is in possession of monies, staff shall:
    - (1) Write a receipt of the shakedown report (CD614);
    - (2) Place monies in an individual envelope for each inmate, indicating the inmate's name and SID number;
    - (3) Attach copies of the receipts signed by the receiving officer, consistent with the instructions on same, making sure the inmate receives a copy; and
    - (4) Secure the monies in the locked box or locked bag.
  - c. Monies received at the institutions shall be transported in locked cash bags to the Central Office mailroom via Transport Unit staff and then to the Central Trust Office via Central Trust staff. Central Trust staff must sign when they receive the money bags from the mailroom.
2. Monies Received Through the Mail:

Monies received through the mail shall be handled in accordance with the department's rule on **Mail (Inmate)**. Cash shall be counted and a mail confiscation notice shall be filled out by the mailroom and signed by staff.

3. Securing Process:

All monies must be secured in a locked cash drawer or locked cash box upon receipt. The functional unit manager or designee shall retain the keys and be responsible to secure the cash in a safe or locked cash drawer at the end of each day.

4. Depositing:

- a. Designated staff shall secure monies in a locked bag and deliver it to Central Trust for receipt and deposit. All checks and money orders will be endorsed using an endorsement stamp.
- b. If approved in advance by the Fiscal Services Administrator, the deposit may be made at a designated bank. Deposits shall be made weekly.
- c. Deposit process: Each functional unit shall retain the field office copy of the deposit slip with a copy of the trust deposit reconciliation form for office records. The controller's copy of the deposit slip shall be mailed to Central Trust with a copy of the corresponding trust reconciliation form and a copy of the shakedown report, confiscation notice or other source documentation upon completion of the deposit.

**B. Trust Funds – Central Trust**

1. Collection:

- a. Central Trust employees, designated by the Central Trust manager, shall pick-up and sign for monies (and mail) from the Central Office mailroom daily. Monies received at Central Office shall be accepted only in the form of cashier's checks or money orders or other approved forms in accordance with the department's rule on **Trust Accounts (Inmate)**.
- b. Monies intended for Central Trust, but received by other staff shall be forwarded to Central Trust as soon as possible. This excludes institution mailrooms which shall follow the process in the rule on **Mail (Inmate)**. (See 291-131-0037).

2. Receipting:

- a. All mail monies and cash bags shall be opened in a secure room and processed on a daily basis.
- b. Monies determined to belong to the department shall be transferred out by recording it on the Daily Cash Receipts Log and delivering the monies to the Central Accounting manager.
- c. A confiscation notice shall be completed on all cash received through the mail. One copy will be retained in the Central Trust office.

- d. Hobby shops in institutions shall provide a copy of the purchase receipt with the funds for deposit.
  - e. Intake money will be verified to a temporary field receipt. Cash discrepancies of less than \$1 will be noted, initialed and deposited. Discrepancies of more than \$1 will require contacting the Intake Center for resolution of the problem. The funds will be held in the Central Trust safe until the problem is resolved.
  - f. Deposit information shall be entered into the trust system. The system will issue a receipt for the inmate and a batch report for the Central Trust file.
  - g. Cashiers checks and money orders will be photocopied and a file maintained at Central Trust.
3. Depositing:
- a. Monies must be deposited daily. Monies received from institutions will be placed in labeled moneybags deposited separately from all other monies received by mail. The completed Daily Cash Receipts Log shall be given to the Central Trust manager or designee for review, signature, and filing.
  - b. Sealed bank bags shall be secured in the Central Trust safe until they are picked-up by the armored car service. Central Trust will retain a copy of the signed armored service transmittal form which lists the bag numbers and the amounts included in the deposit.

**C. Other Funds – Central Accounting**

1. Collection:
- a. Monies received from staff (locked in cash bags, cash, and checks) shall be picked up by designated Central Accounting staff in the Central Office mailroom daily.
  - b. Monies intended for Accounting, but received by other staff shall be forwarded to Central Accounting.
  - c. Meal ticket monies shall be received by Central Accounting in sealed envelopes in locked bank bags from the institutions. The cash and checks will be recorded and reconciled by the institutions prior to delivery.
  - d. Checks and money orders shall be endorsed by Central Accounting "*For Deposit Only*" upon receipt using an endorsement stamp.
2. Securing Process:
- All monies must be secured in the Central Accounting safe at the end of each day.

3. Depositing:

Checks will be deposited daily, by mail, except on cash deposit pick-up days.  
Cash deposits will be made once each week by an armored car service.

**D. Other Funds**

Monies received from the sale of meal tickets will be processed in accordance with department policy on **Sale of Meal Tickets**.

**III. IMPLEMENTATION**

This policy will be adopted immediately without further modification.