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AM-402-2-1

*m*      ***Payee on Checks for Grant Program  
Procedure***

When the party issuing a check has correctly cited the Director of Finance as payee and has sent the check directly to the Collection Division, the steps in the following section must be taken:

| <b>RESPONSIBILITY</b>      | <b>ACTION</b>   |
|----------------------------|---|
| <b>Collection Division</b> | 1. Upon receipt of a check made payable to the Director of Finance, determine the correct account to be credited. |
|                            | 2. Complete a CASH DEPOSIT SLIP [AM-402-1-1] crediting the proper account.  |
|                            | 3. Forward "Agency Receipt" copy of the CASH DEPOSIT SLIP to recipient agency.                                    |
|                            | 4. Forward check to bank for processing.  |

When the issuing party has incorrectly sent the check directly to the recipient agency, the following steps must be taken immediately:

|                         |   |
|-------------------------|---|
| <b>Recipient Agency</b> | 1. Complete a CASH DEPOSIT SLIP in accordance with AM-402-1-1.<br>2. Retain "Agency File" copy of CASH DEPOSIT SLIP. The remaining copies and the check must be hand-carried to the Cashier in the Collection Division. |
| <b>Cashier</b>          | 3. Validate CASH DEPOSIT SLIP and return "Agency Receipt" copy to agency.   |
| <b>Recipient Agency</b> | 4. Forward check to bank for processing.<br>5. If additional checks are anticipated, send a letter to the issuing party with the instructions to make all checks payable to the DIRECTOR OF FINANCE.                    |