

CHAPTER 9. RECAP ON DISTRIBUTION OF FORMS

- 9-1. PURPOSE. The following paragraphs set forth the procedures for the deposit of funds, mailing of official receipts to remitters, disposition of the bank-receipted deposit tickets and related schedules of collections.
- 9-2. DEPOSIT OF FUNDS. The funds will be sent promptly to the depository accompanied by all copies of the deposit ticket except the memorandum and agency copies. See Chapter 8.
- 9-3. MAILING OFFICIAL RECEIPTS. Someone, other than the receiving clerk, should mail the original initialed official receipt to the remitter immediately after deposit time. The blue receipts attached to the office copy of the schedule of collections will serve as the basis for entry on the receipt control form. See Chapter 6 and Appendix 7.
- 9-4. SCHEDULE AND RECEIPTED DEPOSIT TICKET. After the bank receipted confirmed copy of the deposit ticket is received, the confirmed and memorandum copies, the original of the applicable schedule of collections and the pink set of the corresponding official receipts will be stapled together and forwarded within one business day to the Financial Control and Accounting Division, OFA. Retain an office copy of the schedule of collections together with the blue set of the corresponding official receipts and the agency copy of the deposit ticket.