Attachment VII

Office of the Secretary
Copy/Card 2000 Handling Procedures

DEPARTMENT OF NATURAL RESOURCES
OFFICE OF THE SECRETARY
FISCAL SERVICES

PROCEDURE NO. _____
PAGE _1__ OF __1__
REV. DATE _____

PROCEDURE NAME: HANDLING OF COPY/CARD 2000 CARDS AND DISPENS ES IN BATON ROUGE OFFICE

PURPOSE: To verify revenue collected from card dispensers in Baton Rouge and deposited by Fiscal Services for the Office of Conservation

RESPONSIBILITY	ACTION
ACCOUNTANT 2 ACCOUNTANT MANAGER ACCOUNTING SPECIALIST 2	1. Two (2) people will open and service the c d dispensers located in the Well Files Section, Of e of Conservation, 2nd floor.
	2. Fill the machine and/or keep the machine filled with e proper denomination of debit cards ($3 and $10).
	3. Remove cash from machines at least two (2) times er week.
	4. Use the attached Meter Log, kept inside the c d dispensers, for recording cash from the dispenser(s).
	5. Inform Accounts Payable of the amount of cash remc ed from the machine(s) to be deposited into the Imp st Fund, and request a check to be reimbursed for e same amount.
	6. Receive check from Accounts Payable.
	7. Prepare a deposit according to procedure

EasyCard 2000 Meter Reading Log

Date	Beginning Meter Reading	Ending Meter Reading	No. Cards Disbursed/ Loaded	$ 10.00 Card $$$	Card Balance In Machine	Initials

EasyCard 2000 Meter Reading Log

Date	Beginning Meter Reading	Ending Meter Reading	No. Cards Disbursed/ Loaded	$ 3.00 Card $$$	Card Balance In Machine	Initials