Attachment IX

Office of the Secretary
Deposit of Cash Receipts from Fiscal
to the State Treasurer's Office

DEPARTMENT OF NATURAL RESOURCES
OFFICE OF THE SECRETARY
FISCAL SERVICES

PROCEDURE NAME: DEPOSIT OF CASH RECEIPTS A
OFFICE FOR THE DEPARTMEN

PURPOSE: To institute an internal control system fo

RESPONSIBILITY	ACTION
ACCOUNTANT 2/ AGENCY PERSONNEL	1. Receives daily che Transmittal from a responsible for cas transmittal prepara
	2. Date stamps Check
	3. Verifies the accura checks attached. R deposited. Verify t total on the Check check mark on tra agency personnel f After verifying all i you are now ready Number into SON
	4. To access the Acc the SONRIS-2000 action will bring u and then the signo username and pass
	5. The next screen to main menu.
	6. Click on the butto The screen will ch choices at the top lower right section are now at the Acc

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