

TO BE RESCINDED

113-1-01 **Payments into the state treasury.**

(A) Fees and moneys to be paid timely

At least twice each week, every state officer, state institution, department, board, and commission shall pay to the treasurer of state all moneys, checks and drafts received for the state, or for the use of any such state officer, state institution, department, board, or commission from taxes, assessments, licenses, premiums, fees, penalties, fines, costs, sales, rentals, or otherwise. A payment-in document supporting each deposit will be submitted concurrently with each deposit. In order to provide efficient processing of deposits, the procedures shall be followed as provided in this rule.

(B) Check preparation

(1) Payee shall be written as:

(a) Treasurer of state, or state treasurer;

(b) State of Ohio; or

(c) The department or agency to which the check is submitted.

(2) Written and guaranteed amounts must match. If the guaranteed amount is not readable, it should be clarified underneath in red.

(3) Signature line or lines must be signed.

(4) Checks shall not be dated later than the current day (postdated) or stale dated more than sixty days prior to the current date.

(5) All staples and stubs shall be removed from all checks.

(6) If the check has an amount limit, the check may not exceed that limit.

(C) Pay-in form preparation

(1) List and label adjustments, bad checks, cash, and checks separately in the "detailed description of revenue by source" section of the agencies pay-in form approved by OBM;

- (2) When a pay-in includes wires or adjustments, other than bad checks, the agency shall submit a photocopy of the pay-in with the original;
- (3) The agency shall indicate at the bottom of the "detailed description of revenue by source" section of the pay-in form, the total cash, if any, accompanying the pay-in.

(D) Batch preparation

- (1) Checks shall be sent in bundles of not more than one hundred;
- (2) Each bundle of checks shall be accompanied by an itemized list tape;
- (3) If an agency is submitting more than one bundle of checks, a grand total tape of all bundles shall be submitted. In compiling the grand total tape, the agency shall:
 - (a) Subtotal the checks before adding any cash amount;
 - (b) Subtotal, again, before adding a transfer or wire amount;
 - (c) Subtotal, again, before subtracting bad checks;
 - (d) Indicate, on the tape, the amounts which represent checks, cash, bad checks, transfers, and wires.

The grand total must match the pay-in amount.

Effective:

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Certification

Date

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