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### **Administrative Procedure # A - B - 6**

**Subject:** Bank Account Reimbursement – Operating Account

**Effective Date:** July 1, 2014

**Procedure Statement:**

State Parks with operating accounts will use this process to request reimbursement to their operating fund for checks written for resale items and refunds. Operating accounts are to be reimbursed utilizing a regular voucher at least monthly or more often as needed to maintain enough funds to handle resale purchases and refund requests that may be handled at the site level. Once the account drops below 50% or at least once per month, a reimbursement should be completed.

**Definitions:**

N/A

**Procedure:**

Each month items are purchased for resale or you are required to make a refund. Obtain and keep receipts or other documentation to be sent with reimbursement request. Record checks in the Cash Disbursement Journal (CDJ)(attachment 1) OR if using Quicken the register can be substituted for the CDJ. If you are using Quicken once you enter the check it will show in your Check Register Report. Once a month (usually at the beginning of the month) or more often if needed you will need to prepare your voucher (attachment 2) for reimbursement as follows:

1. The vendor name will be the Park name
2. The vendor number for all parks is 0000010691-XXX (The XXX can be determined by going into Peoplesoft and access the vendor number and then look for the location number for your park) Example: the location for Indian Springs is 0000010691-183
3. The Invoice date will be the current date you are requesting the reimbursement
4. The Invoice # is as follows: Resale=RES; Refund=REF; Telescope=TEL; Bank Charges=BK CHG. Next is the date of the Invoice and then the 3-letter Park Code. (example: RES 5/2/2014 FMC) The invoice number will be printed on the check so do not put "various". If there are more than one kind of reimbursement request combine the codes.

(example: RESREFBKCHG5/2/2014CRR). Do not fill out a different voucher for each kind. All can go on the same voucher.

5. Each line of the voucher should be used for each separate account code in the reimbursement. Please combine all amounts that are for each account code and do not list separately. (example: combine all amounts coded to 610060 resale together, combine all amounts coded to 627005 bank charges together.) Using the Form 62 (attachment 4) or the Resale Reimbursement report that is part of the Cash Disbursement Journal (attachment 1) will assist in putting all like coded items together. (examples of correct vouchers are attached ) If requesting a reimbursement for a refund, please enter account code 441270 and select a fund source code from the Fund Source Codes for Reimbursements-Refunds (attachment 3) based on what the refund was for.
6. Once the voucher is complete and has an original signature affixed the reimbursement package can be compiled and should include:
  - a. Completed Voucher
  - b. Copy of the CDJ (Cash Disbursement Journal) or Check Register Report (Quicken)
  - c. Original Invoices for all amounts included in the reimbursement request. If you do not have original invoices then accounts payable will need a copy stamped "Certified Copy" with a signature. If requesting reimbursement for a refund, include a copy of the refund receipt signed by the Manager and Customer if available, with a copy of the refund check. There should be explanation for the reason for the refund.
7. Make copies of all documents for the park records and mail package to GA Department of Natural Resources, Accounts Payable, 2 Martin Luther King Jr Drive SE, Suite 1262 East, Atlanta, GA 30334.
8. Once the check is received for the reimbursement, deposit the check into the operating account and post it to your bank account register. Attach a copy of the deposit slip and the reimbursement check stub to the reimbursement package in the park's files. This will verify that the process is complete.
9. Once you receive or download your monthly bank statement you should reconcile your operating account back to the original fund amount less any outstanding bank charges or checks written since last reimbursement was received. See Administrative Procedure A-B-5.

**Authority:** (if applicable)

N/A

**Attachments:**

Attachment 1 – Cash Disbursement Journal

Attachment 2 – Regular Voucher

Attachment 3 – Product Codes (Fund Source Codes) for Reimbursements-Refunds

Attachment 4 – Form 62-Reimbursement to Operating Fund

## Attachment 5 – Voucher Examples