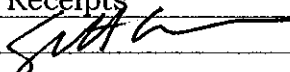




Bureau of TennCare Policy Manual

Policy No: ORG 09-002	
Subject: Cash Receipts	
Approval: 	Date: 7/24/09

POLICY/PURPOSE:

The purpose of this policy is to outline the proper handling of cash receipts, to include checks and cash received at the Bureau of TennCare.

1. Any Bureau section receiving checks shall turn them over to the Fiscal office immediately upon receipt.
2. Checks should be deposited immediately into the state treasury or the account of the state treasury in a bank designated as a state depository as noted in TCA 9-4-301. As the general rule, "immediately" means within 24 hours of receipt (Department of F&A Policy 25, Deposit Practices.)
3. Checks and cash should be properly secured until they can be turned over to the Fiscal office for deposit processing.
4. Any questions should be addressed to the Bureau of TennCare Director of Accounting or Deputy Director of Daily Operations.

SP