WORK INSTRUCTIONS FOR DOCUMENTING A CASH/CHECK/OR MONEY ORDER PAYMENT FROM A RETIREE (BEN-W001)

1.0 Payment is received in the Benefits Office.

2.0 Receipt is completed in receipt book. Include check number or "cash". Enter retiree's name to which payment should be credited, date, and amount of payment. Enter the month for which the payment should be credited, and write your initials on the "Rec'd By" line.

      a. If payment is made in person, original receipt is given to retiree.
      b. If payment is received by mail, original receipt should remain in the book.

3.0 Record payment in "RETIREMENT PAYMENT LOG" by entering the month for which payment is made, amount, and "cash" or check number.

4.0 Complete form BEN-F047 indicating the breakdown of the payment.

5.0 If payment is cash, place in envelope with the retiree's name written on the outside of the envelope. BEN-F047 and yellow receipt should be placed inside envelope with payment.

6.0 Take payment, form BEN-F047, and yellow receipt to Accounts Payable.

ASSOCIATED DOCUMENTS

Deposit for Payroll Deductions (BEN-F047)
Receipt Book
Retirement Payment Log

RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Receipt book, log	Benefits Office	Indefinitely	Permanent	Locked Building
Deposit for Payroll Deductions (BEN-F047)	Current Fiscal Year – Accounting Office; Prior Fiscal Year – Vault; moved to storage	6 years	Shred	Secure Building, Vault, & Storage Room

REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/15/08		Initial Release
1/23/14	A	Remove letter "A" from 6.0 and 7.0; update logo; add retention for BEN-F047
8/5/16	B	Removed 4.0.
8/15/17	C	Removed "top right hand corner" from 2.0.
3/17/23	D	Updated verbiage and moved step.

*** End of Instruction ***