



Illinois Department of Corrections

Administrative Directive

Number: 02.42.102	Title: Receipts	Effective: 3/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.42.102 effective 9/1/2004 and amended 9/1/2010

Authority: 730 ILCS 5/3-2-2 20 IAC 205	Related ACA Standards: 5-ACI-1A-07 and 10, 5-ACI-1B-01, 03, 07, 09, 10, 20–22
Referenced Policies:	Referenced Forms:

I. POLICY

The Department shall credit money received from or on behalf of individuals in custody to their individual trust fund accounts and shall deposit it in the Individuals' Trust Fund.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish uniform guidelines for processing monies received from or on behalf of individuals in custody.

B. Applicability

This directive is applicable to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Definitions

Business check – a check written on any agency's or firm's account and any check written on an employer's personal account for wages due a person assigned to a Transitional Security facility.

Electronic wire transfer – a transaction that authorizes a transfer entity to electronically wire funds from an individual's account directly into the Individuals' Trust Fund account for crediting to a specific individual in custody's facility account.

Money – currency, coins, cashier's checks, official bank checks, money orders, certified checks, and paychecks.

Restrictively endorsed – the following information stamped on the back of each check: Pay to the order of - Name of Bank - Name of Facility - Account Name and Number - For Deposit Only.

E. Requirements – Transitional Security Facilities

Unless otherwise approved by the Chief Administrative Officer (CAO), individuals in custody shall be required to deposit their paychecks in their trust fund account.

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1. Monies Received

Monies received from or on behalf of individuals in custody via mail, visitors or electronic wire transfers shall be receipted in triplicate. All checks and money orders shall be restrictively endorsed.

- a. The original receipt and the money shall be placed in the safe.
- b. The Center may accept cash from individuals in custody or visitors.
- c. One copy of the receipt shall be given to the depositor.
- d. One copy of the receipt shall remain in the receipt book.
- e. Money orders, cashier's checks and official bank checks over \$200; currency and coins; and personal checks shall not be accepted via mail. Money received in this form shall be returned to the sender with a letter stating that only money orders, cashier's checks and official bank checks not exceeding \$200; or certified checks and payroll checks for any amount shall be accepted.
- f. Electronic wire transfers may be accepted in any amount provided they are received from a transfer entity approved by the Department.
- g. Business checks may be accepted in any amount provided the amount of the checks are withheld from the individual in custody's use for a period of time sufficient to clear the drawer's account. This period of time shall be determined by the Trust Fund's banking facility to ensure the availability of the drawer's funds to cover the deposited check.
- h. All monies received shall require the sender's name and address to be identified. If the sender is not identified, the item shall be returned to the sender or the Post Office, where appropriate, and the individual in custody shall be notified.

2. Cashier Verification

At least once a week the assigned staff shall:

- a. Ensure all checks and money orders are restrictively endorsed.
- b. Verify the amount of monies with the total amount of all receipts.
- c. Prepare a deposit slip for the money received and forward the money, all receipts and the bank deposit slip to the appropriate staff for verification.
- d. Upon verification, the bank deposit shall be processed.

3. Posting to Trust Fund

- a. The designated staff shall enter the receipts to the Fund Accounting and Commissary Trading System (FACTS) that shall create a money receipt list. Electronic wire transfers are automatically updated in FACTS.
- b. Upon request and approval of the appropriate staff, individuals in custody can request a copy of their personal trust fund account once within a 30-day time period.

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F. Requirements – All Other Facilities

1. Intake Procedures for Money of Individuals Entering Reception and Classification and of Parole Violators.

The designated intake employee shall:

- a. Collect all money from each individual upon admission and prepare a pre-numbered receipt in duplicate, record all receipts in FACTS and ensure all checks are restrictively endorsed upon receipt.
 - (1) The original copy of the receipt shall be retained in the receipt book.
 - (2) The second copy of the receipt shall be attached to the completed FACTS Mail Room receipt list.
- b. Sign and deliver the FACTS Mail Room receipt list, the individual receipts and the money to the Cashier at least once a day.

2. Mailroom Procedures for Money

- a. Checks, money orders with no amount limit, official bank checks, and cashier's checks received by the mailroom directly from governmental agencies, financial institutions, insurance companies, courts of law or law firms may be accepted, provided the checks are drawn on that agency's or firm's account. Governmental agencies shall include federal, state, county and local.
- b. Checks received from businesses which are drawn on their commercial checking accounts may be accepted in any amount provided the amount of the checks are withheld from the individual in custody's use for a period of time sufficient to clear the drawer's account. This period of time shall be determined by the Trust Fund's banking facility to ensure the availability of the drawer's funds to cover the deposited check.
- c. All monies received shall require the sender's name and address to be identified. If the sender is not identified, the item shall be returned to the sender or the Post Office, where appropriate, and the individual in custody shall be notified.
- d. Electronic wire transfers may be accepted in any amount provided they are received from a transfer entity approved by the Department.
- e. Small coins, not to exceed \$0.25 in value, included with promotional materials addressed to an individual in custody may be accepted and credited to that individual's trust fund account.
- f. Money orders, cashier's checks and official bank checks over \$200, money, and personal checks received from sources other than those stated in Paragraph II.F.2.a., b., c., d., and e. shall not be accepted. Unacceptable monies shall be returned to the sender with a letter stating that only money orders, cashier's checks and official bank checks not exceeding \$200 or certified checks for any amount shall be accepted.
- g. The mailroom shall restrictively endorse all checks and shall record the amount received in each envelope in FACTS that shall create a money receipt list. Electronic wire transfers are automatically updated in FACTS.

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- h. Notification of money received in the mailroom for an individual in custody shall be processed by using a stamp to enter the following on the envelope or receipt form and forwarding it to the individual in custody.
 - (1) Sender's name.
 - (2) Amount received.
 - (3) Date.
 - (4) Type of receipt.
- i. Upon completion of each entry of receipts to FACTS, the mailroom employee shall take the Monies Received List Report and the money received to the Cashier in the Business Office.
- j. The mailroom employee shall sign the Monies Received List Report at the time of delivery to the Cashier.

3. Cashier Verification

Upon receiving the Monies Received List Report, receipts and deposits, the Cashier shall:

- a. Verify each individual entry with the corresponding receipt and check the appropriate column on the Monies Received List Report.
 - b. Run a batch total of monies received to verify against the total of the Monies Received List Report.
 - c. Prepare a receipt for the verified total of the Monies Received List Report.
 - d. Sign on the appropriate line of the Monies Received List Report.
 - e. Provide a copy of the receipt and the Monies Received List Report to the employee delivering the receipts.
 - f. For all receipts other than electronic transfers, prepare a bank deposit slip for the monies received, ensuring all checks are restrictively endorsed. Upon deposit, the bank verification slip shall be returned to the person responsible for entering journal vouchers to change money on hand to money in the bank.
 - g. Retain a copy of the receipt for deposits and forward the Monies Received List Report to the Post Clerk with a copy of the receipt for the deposits. The Post Clerk shall post the appropriate amount to each individual's trust fund account or if previously entered, release the batch to update the individual's trust fund account.
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