

State of California - The Resources Agency CALIFORNIA STATE PARKS <b>DEPARTMENTAL NOTICE</b> <b>No. 96-26</b>		MANUAL  Operations
SUBJECT  RECEIPTS, TICKETS AND PASSES ACCOUNTABILITY		CHAPTER  1400, Field Operations
ISSUED  July 23, 1996	EXPIRES  When Incorporated	REFERENCE DOM 1425.21 and 1425.22, DAM 0830.6

DPR 375 (Rev. 11/97)(Word, 12/3/97)

WHEN APPLICABLE, ENTER THE NUMBER AND DATE OF THIS DEPARTMENTAL NOTICE IN THE MARGIN OF THE MANUAL PAGE, ADJACENT TO THE SECTION(S) AFFECTED BY IT.

***This Departmental Notice has been re-created for transmittal in electronic format. The original notice was signed by Kenneth B. Jones, Deputy Director for Park Stewardship.***

To clarify responsibilities for relief of accountability for receipts, tickets and passes, DOM 1400, Field Operations, is revised as follows:

**RECEIPTS, TICKETS AND PASSES ACCOUNTABILITY**

**1425.2**

**RELIEF OF ACCOUNTABILITY FOR LOST, STOLEN OR  
1425.21  
MISSING RECEIPTS, TICKETS OR PASSES**

The District Superintendent is accountable for all tickets, receipts and passes issued to the District. The District should maintain a log indicating where all tickets, receipts and passes, by type and serial number, are assigned. No documents need to be sent to Headquarters when these items are transferred within the District.

Procedures for relief of accountability for lost, stolen or missing tickets, receipts or passes are:

<b>RESPONSIBILITY</b>	<b>ACTION</b>
District Superintendent / Administrative Officer	1. Prepares a memo (original and three copies) to the Audits Office, with Audits Office approval block giving details about the loss, actions taken to verify the disappearance, and listing the missing receipts, tickets or passes by type and serial number. Mails the original and two copies of the memo to the AuditsOffice, retaining a pending copy
Audits Office	2. Reviews the memo and forwards a copy to the Park Services Division. - If acceptable, signs the appropriate approval line, returns the original to the District and retains a copy. - If unacceptable, returns the package to the District Superintendent with appropriate comments.
Park Services Division	3. Reviews the memo. Notifies other Districts of the serial numbers of the missing receipts, tickets, or passes, as appropriate.
District Superintendent/ Administrative Officer	4. On receipt of the memo from the Audits Office: - If approved, files the memo and discards the pending copy. - If disapproved, reviews comments from the Audits Office and takes appropriate action. 5. Responds to the Audits Office on actions taken.

**OBsolete TICKETS, RECEIPTS AND PASSES  
1425.22**

Obsolete tickets, receipts and passes are accountable until destroyed. The Audits Office has authorized the destruction of these accountable documents in the Districts by the Administrative Officers. Districts no longer need to send these documents to Sacramento for destruction.

Destruction procedures for obsolete tickets, receipts and passes are:

<b>RESPONSIBILITY</b>	<b>ACTION</b>
Administrative Officer	1. Prepares a memo to the Audits Office, with Audits Office approval block, listing the documents by type and serial number, and requesting approval for destruction of accountable documents to relieve the District Superintendent of accountability.
Audits Office	2. Reviews the request, signs the approval block and returns the memo to the District.
Administrative Officer	3. With another employee, witnesses the destruction of the documents. Certifies on the memo that the accountable documents were destroyed and has the employee who also witnessed the destruction sign the memo. Retains the memo at the District for audit purposes.

The above changes take effect immediately. If you have any questions regarding this notice, contact Carol Pruitt, Park Services Division, at (916) 654-1697 or CALNET 464-1697.

original signed by

Kenneth B. Jones  
Deputy Director  
Park Stewardship