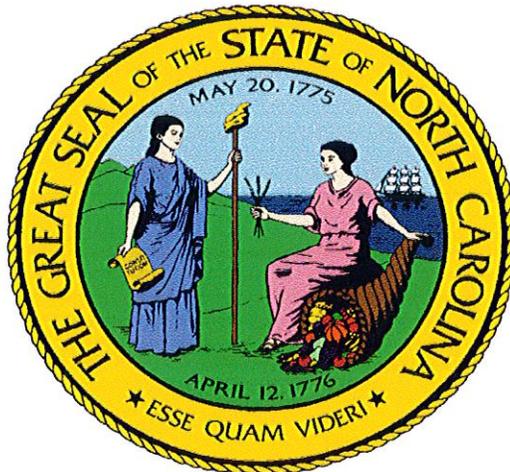


NORTH CAROLINA DEPARTMENT OF ADMINISTRATION

POLICIES AND PROCEDURES

MISCELLANEOUS



<p>STATE OF NORTH CAROLINA</p> <p>DEPARTMENT OF ADMINISTRATION</p>	<p>SUBJECT:</p> <p>MISCELLANEOUS</p>	
<p>INTERNAL POLICY</p>	<p>TAB</p> <p>FISCAL ADMINISTRATION</p>	<p>NO.</p> <p>FA 030-032</p>

Table of Contents

FA - Policy #	Subject	Page
030	Business Cards	2
031	Automated Data Processing	2
032	Unidentified Deposits	2

FA – 030 Business Cards

Purpose:

To establish a policy regulating the purchase of business cards for employees.

Policy Statement:

All business cards must conform in style and layout of the standard state business card.

Business cards should be ordered for those employees for which their use is essential in conducting the state's business. Employees classified as secretaries, clerks, receptionists and administrative assistants should not be issued business cards. Division Directors are to exercise prudent judgement when authorizing the purchase of business cards for employees.

Any deviation from this policy must be authorized, in writing, by the Secretary.

Cards may be printed in flat or raised print.

FA – 031 Automated Data Processing

Purpose:

To establish a policy to provide for the review of automated data processing purchases, leases and maintenance contracts.

Policy Statement:

In order to determine if equipment purchases, leases and maintenance contracts are in accordance with the automation plans for DOA, all automated data processing purchases, leases and maintenance contracts should be reviewed by the MIS Director in the MIS Division. The MIS Director will work with the DOA agencies in the evaluation of equipment or software needs and in developing equipment and software specifications to meet those needs. When major new applications are developed and/or purchases are anticipated, the MIS Director must be involved in the planning and implementation stages.

Reference: Fiscal-019, Purchase – Computer Hardware/Software Purchases, DOA Policy and Procedure Manual

FA – 032 Unidentified Deposits

Purpose:

To establish a policy to ensure all funds are deposited daily, even if the deposits require further research.

Policy Statement:

In order to comply with GS 147-77 regarding with deposit of money within 24 hours, fund 2000, BC 24100, has been established in which deposit monies that are unidentifiable at time of receipt. This will

enable us to deposit money within the general statute time limit. However, this fund is to be processed and "cleared" within 24 hours to the correct BC, Fund, Account, and Cost Center.

The account number is Other Sales and Services 437990 – Misc. (for checks received from outside State Govt. and 4381xx for receipts from State Agencies).

Approved by the Secretary of Department of Administration:	 Kathryn Johnston
Approval Date:	Version : FA 030-032 (V.1) 7/01/2016
Effective Date:	
Revision Date:	

THIS POLICY SUPERSEDES ALL PREVIOUS MISCELLANEOUS POLICIES