



**Division of State Patrol
Policy and Procedure**

Number
10-10

Subject ISSUANCE OF OFFICIAL RECEIPTS (SP4018)	
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Records Management Statement Supersedes P&P 10-10 dated April 20, 2009 Posted on WisDOT Internal Website (SharePoint) at https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx	

I. POLICY

It is the policy of the Division of State Patrol (DSP) to issue an Official Receipt/Voucher (SP4018) for all fees accepted by Division employees. Accountability of receipts and fees is maintained by adhering to the procedures contained herein.

II. GENERAL PROVISIONS

Receipt books are issued to individual employees by the region/post receipt clerk. In the event an employee transfers from a region/post or terminates employment, the unused portion of the receipt book issued to the employee must be returned to the receipt clerk. Partial receipt books are reissued within the region/post before issuing any new books.

Receipt books are issued to individual troopers, inspectors and other designated staff at the applicable region/post headquarters and become their responsibility.

Division personnel who receive fees must make every effort to receive them in check or money order form. In the event employees receive cash, they must collect the cost of the money orders from the person tendering the fees, except, when fees are collected as the result of an investigation. Fees for money orders purchased as the result of an investigation fee collection are reimbursed to the employee when it is claimed on the employee's Time, Expenses, Activities and Leave (TEAL) report. All fees must be transmitted by check, money order, or bank draft on the date collected.

III. PROCEDURE

A. Region Commander or Unit Supervisor

1. Designate region/post or unit receipt clerk.
2. Take appropriate action when receipt discrepancies are reported.

B. Region/Post or Unit Receipt Clerk

1. Receive receipt books from DOT Stores.
2. Verify that serial numbers of receipts received are the same as on the requisition.
3. Store receipt until ready for issue.
4. Complete two receipt vouchers (SP4018) when issuing receipt books.
5. Obtain requesting employee's signature on both copies of the receipt voucher (SP4018).
6. Deliver book and one voucher to employee.
7. File one copy of voucher in region/post numerical file.
8. Receive duplicate (pink) copies of issued copies.
9. File duplicate (pink) copies numerically behind appropriate voucher in numerical file.
10. Verify last receipt received with number recorded on Personnel and Vehicle Inspection report (SP4133).
11. Report discrepancies in numerical sequence to Region Commander or Unit Supervisor.
12. Receive receipt books from employee who is transferring or terminating.
 - a. Complete two receipt vouchers (SP4018) and deliver one to person who is turning in receipt book.
 - b. Give yellow copies of issued receipts to person who is turning in a receipt book.
 - c. File one copy of SP4018 in numerical file.

C. Employee Issuing a Receipt

1. Obtain separate money order or check from each person tendering fees.

2. Complete Official Receipt (SP4018) in triplicate.
3. Distribute fees correctly by chapter number. Money order fees are indicated under "Other Purpose." Sales tax is separate.
4. Deliver original (white) copy to person tendering fees.
5. Yellow copy remains with book.
6. Print the words "Enforcement Action" in red on the top of the pink copy when fees were collected as a result of an enforcement action.
7. Endorse receipt number, issuing employee's name and Wisconsin State Patrol (WSP) number (or title, if employee has no WSP number) on application or investigation.
8. Forward pink copy of Official Receipt (SP4018) to the applicable region/post headquarters.
9. Forward fees for registration, title, transfer, previously salvaged vehicle, and application to Division of Motor Vehicles (DMV) promptly.
10. Forward fees and applications for authority, assignment, and amendments to the Motor Carrier Service Section promptly.
11. Forward fees, application, and documents received as a result of investigations to region/post or unit securely attached to original copy of investigation.

D. Bureau of Field Operations (BFO)

Audit region/post or unit receipt files as needed.

IV. REFERENCES

SP4018
SP4133