Chapter 5 - Fiscal

- 3-05/000.00 - Fiscal Chapter
- 3-05/010.00 - Claims/Reimbursement
- 3-05/020.00 - Mileage
- 3-05/020.05 - Mileage - General
- 3-05/020.10 - Permittee Mileage Claims
- 3-05/020.15 - Private Vehicles Used for Out-Of-County Trips
- 3-05/030.00 - Travel
- 3-05/030.05 - Travel and Expense Approval Procedure
- 3-05/030.10 - Travel-Salary Only Approval Procedures
- 3-05/030.15 - Travel Expense Advances Including Airline Tickets
- 3-05/030.20 - Travel Expense Limitations
- 3-05/030.25 - Transportation of Prisoners Out-Of-County
- 3-05/030.30 - Extradition Assignments
- 3-05/030.35 - Transportation To/From Catalina Island
- 3-05/030.40 - Travel Advances Due to Temporary Assignment on Catalina Island and North County Areas
- 3-05/030.50 - Temporary Assignment Expenses
- 3-05/050.00 - Special Appropriation Fund
- 3-05/050.05 - Obtaining Funds From Fiscal Administration
- 3-05/050.10 - Authorized Expenses from the Special Appropriation Fund
- 3-05/050.15 - Instructions for Completing the Special Appropriation

Expense Claim (SH-AD-103)

- **3-05/050.20 - Documentation to Support Expenses**
- **3-05/050.25 - Claim Procedures and Accountability**
- **3-05/060.00 - Collections**
- **3-05/060.05 - Acceptance of Checks and Handling of Non-Sufficient Fund (NSF) Checks**
- **3-05/060.10 - Bank Accounts**
- **3-05/060.15 - Miscellaneous Fees Account Bank Deposits**
- **3-05/060.20 - Bail/Fine Account Bank Deposits**
- **3-05/060.25 - Avalon Station Deposits**
- **3-05/060.30 - Collection of Contract City Towed Vehicle Administrative Release Fees**
- **3-05/070.00 - Revolving Fund**
- **3-05/080.00 - Cash Shortages/Overages**
- **3-05/080.05 - Shortage-Under $20**
- **3-05/080.10 - Shortage-Other**
- **3-05/080.15 - Overage**
- **3-05/080.20 - Deposit**
- **3-05/080.80 - Department Fundraising and Donations**
- **3-05/080.81 - Donations to the Department**
- **3-05/080.82 - Department-Wide Foundation Support**
- **3-05/080.83 - Community-Based Non-Profit Support Groups**

- **3-05/080.84 - Fundraising Activities by Department Members**
- **3-05/080.85 - Contributions For Employee Functions or Activities**
- **3-05/080.86 - Employee Maintained Funds**
- **3-05/080.87 - Monitoring and Guidance**
- **3-05/080.88 - Training**
- **3-05/090.00 - Employee Maintained Funds**
- **3-05/090.05 - Banking Procedure**
- **3-05/090.10 - Method of Collection**
- **3-05/090.15 - Responsibility**
- **3-05/100.00 - Loss of Funds And/Or County Equipment**
- **3-05/100.05 - Reimbursable Items**
- **3-05/100.10 - Nonreimbursable Items**
- **3-05/100.15 - Reporting Procedures Regarding Loss of Funds**
- **3-05/100.20 - Reporting Equipment Losses**
- **3-05/110.00 - Toll Calls/Telegrams**
- **3-05/120.00 - Department Postage**
- **3-05/120.05 - Postage Stamps**
- **3-05/120.10 - Procedures for Use of Postage Meter**
- **3-05/120.15 - Patrol Stations and Emergency Operations Bureau**
- **3-05/120.20 - Units Located in the Sheriff's Headquarters Building**
- **3-05/120.25 - Central Jail**

- **3-05/120.30 - Refilling the Meter**
- **3-05/120.35 - Voided Envelopes**
- **3-05/120.40 - Meter Record Book**
- **3-05/130.00 - Personal Checks - Cashing Of**
- **3-05/140.00 - Station Safes**
- **3-05/160.00 - Regulations for Installing Software on Computers at Sheriff's Department Facilities**
- **3-05/170.00 - Internal Control Certification Program (ICCP)**