3-05/050.05 - Obtaining Funds From Fiscal Administration

Prior Approvals

The utilization of the Special Appropriation Fund for any purpose shall be made only upon the written approval of the concerned chief or division director.

Temporary Advance

Units that are infrequently engaged in criminal investigations shall, on a case-by-case basis, obtain and document the pre-approval of the concerned chief or division director.

Permanent Advance

Units that are continuously engaged in criminal investigations shall request, receive and retain a reasonable amount of money for as long as necessary. Permanent advances shall be used for multiple investigations.

Flash Money

Requests for "flash money" that cannot be provided from the available advance money shall be directed to Fiscal Administration. Concerned units shall secure written approval of their chief. To ensure the availability of the correct denominations of monies required, contact the supervisor, Fiscal Administration, Revenue and Billing, prior to submitting the request.

Obtaining Advances or Flash Money from Fiscal Administration

Requesting units shall:

- Obtain written approval from the chief to authorize the advance;
- Prepare, in duplicate, form “SH CR 175” (AKA “Blue”). The “Blue” shall be marked ADVANCE;
- Submit the Chief’s approval memo and the “Blue” to Fiscal Administration; and
- The “Blue” shall be returned when the advance money is returned, or when appropriately reported on an expense claim form. In either case, the “Blue” marked ADVANCE, shall be marked CANCELLED and returned to the borrower.

Reimbursing the Expended Money

Divisions shall prepare and submit to Fiscal Administration, Billing and Revenue section, an approved claim of expenses on a weekly basis. Division personnel shall use form ASH-AD-3" to consolidate their Bureaus’ claims into one claim. The division’s claim shall include the name of each bureau/unit and the corresponding amount spent. Division claims shall be reviewed and signed by the concerned chief or division director.

Items That Should Not be Included in the Expense Claims

Sub-assignments of the original advance money, money held as evidence, and money spent on behalf of another agency when there is an arrangement to be reimbursed by that agency (e.g., witness relocation/protection with the DA) shall not be claimed as expenses.

Returning Overages to Fiscal Administration

Occasionally, expense claims are duplicated or unspent money is included in the expense claims, which causes an overage. When an overage is discovered, the claimant shall:

- Prepare a memo with a brief explanation as to the reason for the overage;
- Obtain the immediate supervisor's signature on the memo;
- Make a copy for the unit's record; and
- Deliver the overage money and the original memo to Fiscal Administration, Revenue and Billing section, and obtain an original receipt as proof that the money had been returned.

Copies of the memo that explain the reason for the overage and the receipt from Fiscal Administration shall be given to the bureau's operations staff and the division's budget representative for filing with the original expense claim.