3-05/080.15 - Overage

When an overage in any fund is uncovered, the watch commander shall be notified immediately and an investigation shall be conducted to determine the reason for the overage.

If, after the investigation, the overage still exists, the watch commander shall:

- Prepare a Departmental miscellaneous receipt for the amount of the overage; and
- Prepare a cash difference or overage report and submit with the transmittal to Fiscal Administration.