5-03/090.55 - IRC/SBI Procedures for Processing Cash Bail and Fines

IRC/CRDF cashiers shall follow the same procedures as do stations in the acceptance of bail, with the following exceptions:

- IRC/CRDF shall collect fines as well as bail. The appropriate block on the receipt portion of the formset shall be checked to indicate whether the payment is for bail or for a fine. Sentence computation, if applicable, shall be shown in the space provided; and
- The receipt portion of the formset shall be validated on the National Cash Register (NCR) machine.

On releases, the deputy to whom a bail or fine payment is offered shall prepare the Bail or Fine Slip Form (SH-J-275) to obtain clearance for the acceptance of the bail or fine. The form shall be processed in accordance with current procedures.

IRC/CRDF cashier's overages shall be written up on the Cashier's Report or Receipt Form (76C111) and copies shall be processed as usual to Fiscal Administration, Treasurer and Auditor-Controller and a copy retained for the cashier's file. The Cash Difference or Overage Report Form (76C109) shall also be prepared and distributed in accordance with current procedures.