



## Tucson City Court Administrative Directive

SUBJECT  <b>PROCESSING MANUAL PAYMENTS</b>	NUMBER 260-9	PAGE 1 of 2
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### I. PURPOSE

To establish policy consistent with the Arizona Supreme Court Minimum Accounting Standards, Standard 5.11 for accepting, processing, and accounting for manual payments made to the Court.

### II. POLICY

Each person making a payment in person ***must*** be issued a receipt regardless of whether the court's automated case processing system is used or if a manual system is used.

### III. PROCEDURE

#### A. **Processing Payments When AZTEC Database is Offline**

To make a payment when the computers are down, the defendant must have supporting paperwork. The customer service representative will keep a photocopy of all paperwork to ensure that payments will be posted correctly when the computers are back online. Handwritten receipts will be issued from a receipt book. Receipt Books contain official receipts issued by the City of Tucson and are available to cashiers for processing payments during such times. Receipt books are to be kept in a secured area at all times. Receipts must include the date, name of the defendant, docket number, method of payment, amount paid, and initials of the customer service representative. If the payment being made is applied to more than one case, a separate receipt must issue for each case. In the instance of a cash payment the following information must be recorded: the amount of the payment, the amount tendered, and the change given. The top white copy is given to the payer and serves as their receipt. The customer service representative must verify that the information is legible on the courts yellow copy of the receipt. When the system is back online, payments must be posted using the information from the receipt book and the paperwork. The receipt number from the receipt book should be listed in the memo field of the automatic allocation screen. The receipt number generated by AZTEC for that payment should be written on the yellow copy of the receipt, also included should be the date posted to AZTEC and the initials of the customer service



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representative posting the payment. Reconciliation at month end will ensure that all manual receipts were entered into AZTEC.

**REVIEW RESPONSIBILITY:** The Court Administrator or designee will review this Court Administrative Directive for revision or deletion every two years or as needed.

  
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PRESIDING MAGISTRATE

*April 10, 2012*  
\_\_\_\_\_  
DATE

Distribution: Magistrates  
Court Managers