

	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.02.07
		SUPERSEDES (Policy No. & Date): Rescinded policy ADM.02.07	
	SUBJECT: <p style="text-align: center;">PROCEEDS</p>	<p style="text-align: right;">Page 1 of 1</p>	

1.0 PURPOSE

To establish procedures for recycling proceeds from any state property.

2.0 SCOPE

This policy applies to all employees within the Department.

3.0 REFERENCES, DEFINITIONS & FORMS

Section 103D-1214, Hawaii Revised Statutes, Proceeds.

4.0 POLICY

It shall be the policy of the Department to credit the general fund all proceeds from the sale or recycling of state property, in accordance with Section 103D-1214, Hawaii Revised Statutes. This policy shall not apply to items purchased for use and resale by Correctional Industries.

5.0 PROCEDURES

All moneys received from the sale or recycling of State-owned property shall be deposited with the Director of Finance crediting the State's General Fund. Records shall be kept of the sale or recycling transaction, including a list of items sold or recycled, date of transaction, and receipts for the moneys received.

All moneys received shall be deposited to the General Fund in accordance with established fiscal procedures.

APPROVAL RECOMMENDED:


 Deputy Director for Administration

JAN 01 2024
 Date

APPROVED:


 DIRECTOR

JAN 01 2024
 Date

NOT CONFIDENTIAL