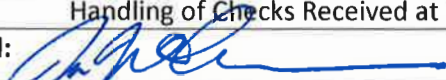




TENNCARE POLICY MANUAL

Policy No: ORG 09-002 (rev. 2)	
Subject: Handling of Checks Received at TennCare	
Approval: 	Date: 7/2/19

POLICY/PURPOSE:

The purpose of this policy is to outline the proper handling of checks received at the Division of TennCare.

1. Any TennCare section receiving checks shall turn them over to the Accounting Office immediately upon receipt.
2. Checks should be deposited immediately into the state treasury or the account of the state treasury in a bank designated as a state depository as noted in T.C.A. 9-4-301¹. As the general rule, "immediately" means within 24 hours of receipt (Department of F&A Policy 25, Deposit Practices²).
3. Checks should be properly secured until they can be turned over to the Accounting Office for deposit processing. Checks should never be left unsecured in an office setting.
4. Any questions should be addressed to TennCare's Controller or other management within the TennCare Accounting Office.

Original: July 24, 2009; SP

Revised (rev 1): June 8, 2010; SP

Reviewed/No changes: June 13, 2011; SLM

Reviewed/No changes: July 19, 2012; SMB

Reviewed/ New Signature: 07/08/2013: CH

Reviewed/No changes: 07/30/2014: AY

Reviewed/No changes: 11/20/2015: AY

Revised (rev 2): 07/09/2019: RH

¹ T.C.A. 9-4-301. Located online at <https://codes.findlaw.com/tn/title-9-public-finances/tn-code-sect-9-8-301.html>

² Tennessee Department of Finance and Administration, Policy 25. Deposit Practices. Located online at https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy25.pdf.