

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 04.02.020	PAGE 1 of 2
	EFFECTIVE DATE May 22, 2014	
SUBJECT Vessel Ticket and Field Warrant Stock		SUPERSEDES 04.02.020
		DATED October 10, 2008
CHAPTER Alaska Marine Highway System	SECTION Budget and Finance	APPROVED BY Signature on file

PURPOSE

This formalizes the policy and procedure of the department on handling ticket stock and field warrant stock aboard the vessels of the marine highway system.

POLICY

Ticket stock and field warrant stock will be assigned to the custody of one individual on each vessel. The custodian will receive, store, issue, sell, report, and transfer stock to a relief in a manner that allows stock to be accounted for at all times and safeguards stock from inappropriate use. The custodian is personally liable for proper handling of stock.

Stock refers to tickets and field warrants before they are used for their intended purpose.

PROCEDURE

Generally, the custodian of ticket and field warrant stock is the chief purser or, on vessels without a chief purser, the passenger services worker in charge. In all cases, an individual employee – not a position – is designated as the custodian. Custody is recorded when the employee signs receipt of the stock.

The custodian will ensure appropriate storage of stock and will maintain verifiable records of its appropriate use. A crew change may require a temporary transfer of custody to the individual's relief. The transfer of custody will be accomplished in a manner acceptable to both individuals. They may elect to verify jointly that all stock currently assigned has not been issued or sold and reported as present and intact, and create a signed written record of the status of the stock at the time of transfer. Custodians may not transfer stock to other vessels.

In the event any stock is found not to be in order, the custodian will immediately notify the department's finance officer.

AUTHORITY

AS 44.17.030
AAM 38.150

IMPLEMENTATION RESPONSIBILITY

DOT&PF finance officer, chief pursers, and passenger services workers in charge

DISTRIBUTION

All department employees via the DOT&PF website