

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;"><b>Policy and Procedure</b></p>		POLICY AND PROCEDURE NUMBER <b>04.02.030</b>	PAGE 1 of 3
		EFFECTIVE DATE October 10, 2016	
SUBJECT <b>Vessel/Shoreside Change Funds Handling and Check Acceptance</b>		SUPERSEDES 25-8002 25-8009 25-8008 25-8006	DATED December 18, 1984 May 10, 1984 September 1, 1985 September 1, 1985
CHAPTER <b>Alaska Marine Highway System</b>	SECTION <b>Budget and Finance</b>	APPROVED BY <b>Signature on file</b>	

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on handling change funds and accepting checks for payment of goods and services in the terminals, reservations offices and aboard the vessels of the Alaska Marine Highway System (AMHS).

## POLICY

It is the policy of the Department of Transportation and Public Facilities (DOT&PF) to handle change funds in the terminals, reservations offices and aboard the vessels in a manner consistent with statutes and Alaska Administrative Manual (AAM).

The department will control the acceptance of checks in the terminals, reservations offices and aboard the vessels in a manner that minimizes the incidence of revenue loss due to returned checks.

## PROCEDURE

### A. Change Funds

Change funds are strictly revolving funds and require no replenishment. The purpose of the change fund is to provide terminals, reservations offices and vessels with the cash necessary to conduct business in their revenue-producing activities and areas:

- **Shoreside** – ticket sales and stateroom sales.
- **Vessel** – the dining room, cafeteria, sundries, vending machines, staterooms, and rentals.

The change fund is not a revolving account. Unless the department's fiscal office in Juneau provides specific written instructions directing otherwise, the amount of the change fund remains constant at all times.

**B. Acceptance of Checks**

1. Check acceptance policy

- Checks must be drawn on Alaska banks. Third party checks are unacceptable.
- Checks are accepted for the amount of purchase only.
- Checks must have preprinted name, address, phone number, and check number. A general delivery address is unacceptable.
- Two forms of identification (ID) are required, photo ID is preferred.
- A service charge of \$30 will be levied against any check that a bank returns unpaid to AMHS.

2. Employee procedures for accepting checks

Prior to accepting checks, employees will ensure:

- The current date is entered on the check.
- The numeral and written-out dollar amounts on the check match.
- The check is signed and the signature, if legible, matches the preprinted name.
- The employee will verify that the check writer's name does not appear on the department's bad check list (prior to accepting the check).
- The employee will examine the two forms of identification to determine with reasonable certainty that the person presenting the check is the person whose name is preprinted on the check.
- The employee will stamp the following statement on the back of the check and require the person who signs the check to sign where indicated on the statement.

*I agree that my account will be debited electronically for both face amount and returned check fees if returned unpaid.*

Sig \_\_\_\_\_

3. Posting the check acceptance:

- **Shoreside** - the terminal manager or reservations office manager will ensure that conspicuous signs are placed in the terminal or reservations office to inform the public of the check acceptance policy. Reservations offices will not undertake any collection activities on returned checks.

- **Vessel** - the chief purser, passenger services worker in charge, or chief steward will ensure that conspicuous signs are placed on board the vessel to inform passengers of the check acceptance policy.

## **AUTHORITY**

AS 37.05.165  
AAM 50.220

## **IMPLEMENTATION RESPONSIBILITY**

Finance officer, vessel masters, chief pursers, ship services manager, terminal managers and reservations office managers

## **DISTRIBUTION**

All department employees via the DOT&PF website