

Administrative Memo 22-03

MVD Cash and Checks for Delivery to Ames

DATE: December 1, 2022

FROM: Joshua Kasibbo, Systems and Administration Bureau

TO: Motor Vehicle Division Staff

SUBJECT

This policy memo addresses the use of a drop box for cash and checks for delivery to the Ames Finance Bureau from the MVD.

EXPLANATION

Following last month's strategic realignment of all MVD Accounting functions to the larger Finance Bureau in Ames, all daily cash and checks will be centrally collected in a drop box located in the DL station.

THE CHANGE IN MANAGEMENT OF ON-SITE CASH AND CHECK FUNCTIONS

- Each team will receive money bags.
- Cash and check collections for the day will be packaged in the money bags by each team.
- Each team will write on the bag the total cash and check amounts for the day before taking the bag to the drop box.
- The drop box will be located by the DL station next to Charles Cunningham's office. Enter the DL station through the door opposite the MCS counter, use your badge to enter the door marked "Employees Only" on your right. That is where the drop box is located.
- Support Services will take charge of ensuring the cash and checks are handed to the armored car service daily for delivery to the Finance Bureau in Ames.
- The Ankeny Service Center will continue to provide their cash and check deposit directly with the armored car service.
- Cash and checks mailed to Ankeny will be received in mailroom and sent to the business unit responsible for that particular piece of mail for processing.

WHEN WILL THIS CHANGE BE EFFECTIVE?

This change will be implemented effective December 5, 2022.

QUESTIONS AND ANSWERS?

1. If I close late, will the DL station be open?

A. With your badge, you will have access to the DL station even when all DL employees have closed for the day.

2. Won't I be an inconvenience to the customer facing employees in the DL station?

A. No. If you enter through the doors opposite the MCS counter, you will drop your bags without inconveniencing anyone.

3. If I close late, can I keep the money bag in my desk and take it to the drop box the next morning?
A. No. The drop box is conveniently located in the DL station for safety and security reasons.

4. If I have more questions about this process, who should I contact
A. Please reach out to Joshua Kasibbo if you need more information.

This memo supersedes the earlier version below

Version	Date	Author	Title
Administration Memo 22-03	October 13 2022	Joshua Kasibbo, Systems & Admin Bureau	MVD Accounting Relocation to Ames

Here are some pictures for the drop box location in the DL Station.





