

## WORK INSTRUCTIONS FOR DOCUMENTING A CASH/CHECK/OR MONEY ORDER PAYMENT FROM A RETIREE (BEN-W001)

- 1) Payment is received in the Benefits Office.

**ACTUAL WORK INSTRUCTIONS ARE PASSWORD PROTECTED.**

- 6) Complete form A [BEN-F047](#), indicating the breakdown of the payment.
- 7) Take payment and form A [BEN-F047](#) to Accounts Payable.

### ASSOCIATED DOCUMENTS

6.1 Deposit for Payroll Deductions ([BEN-F047](#))

6.2 Receipt Book

6.3 Retirement Payment Log

### RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Deposit info, receipt book, log	Benefits Office	Indefinitely	Permanent	Locked Building

### REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/15/08		Initial Release

**End of Instruction**