



BUSINESS PARTNER MEMO

DATE: March 19, 2020

SUBJECT: CASH DRAWER, FEE AND PAPERWORK REQUIREMENTS

TO: ONLINE MESSENGERS

FROM: Anita M. Wasko, Director
Bureau of Motor Vehicles

Dear Online Messengers:

PennDOT would like to provide guidance for your cash drawer, fee and paperwork requirements while all functions at the Riverfront Office Center (ROC), which includes motor vehicle services at the ROC, Driver Licensing and Photo Centers are currently closed.

OLMs processing work should continue to use the current cash drawer process by following the cash drawer deposit day calendar. OLMs that use Check or EFT process should follow your normal procedure for opening and closing your cash drawers each day. The following procedures will need to be in place:

- You should hold all documents and checks at your location until PennDOT has resumed normal operations.
- As a reminder, cash drawers are closed the next business day, in the morning, after work is processed. To determine when fees are due, look up the deposit date shown for that morning on the Deposit Date Calendar. On that date, you will see a future date listed in the box – that is the deposit date. It is important to follow all fee submission requirements.
- After each day, you should complete your normal procedures for closing your cash drawer, complete FA-160 and print Cash Drawer Detail report.
 - Please separate the DL, MV and Placard Paperwork for that day.
 - Please place the check on top of Form FA-160 and Cash Drawer Detail Report and place all 3 in an envelope. Place the envelope on top of the DL/MV paperwork for that day's work.
 - Please keep all packets of the checks, FA-160 and Cash Drawer Detail reports and MV/DL/Placard paperwork together for each day.
 - When you are notified that PennDOT is open for normal operations, you should submit all checks, FA-160 and Cash Drawer Detail report and paperwork together and submit that to PennDOT when normal operations have resumed.
- If you are using the EFT process, please do not fax Form FA-166 until PennDOT has resumed normal operations. You will hold the FA-166 but do the daily transfer. When PennDOT has resumed normal operations, you will then submit all FA-166s together through fax or the email address on the Form.