



Text File

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Bill No: 2013-1910, **Version:** 2

Committee: Committee on Finance and Law

Status: Passed Finally

Ordinance amending and supplementing the City Code at Title Two: Fiscal, Article 1: Administration so as to add a new chapter entitled "Chapter 204: Cash Management Policy" that mandates that the City and City Departments have a cash management policy.

The Council of the City of Pittsburgh hereby enacts as follows:

Section 1. The City Code is hereby amended at Title Two: Fiscal, Article 1: Administration so as to add a new chapter entitled "Chapter 204: Cash Management Policy" that reads as follows:

CHAPTER 204: CASH MANAGEMENT POLICY

§ 204.01 CITYWIDE CASH MANAGEMENT POLICY

The Director of the Department of Finance shall promulgate a Citywide Cash Management Policy. The policy shall include **required standards and practices that must be incorporated into departmental specific policies, procedures and internal controls over cash, including,** requirements for timely deposits. Said policy shall be filed with the City Clerk.

- (a) Each department of the City shall have ~~department~~ written **departmental**-specific policies, procedures and **internal** controls over cash management that shall be filed with the Controller.
- (b) Each department shall require that actual cash, money orders, checks and other forms of payment be deposited within 1 to 2 business days of receipt
- (c) Each departmental policy shall have a segregation of cash management duties and include a point-of-sale system **(electronic or manual)**.
- (d) Each department shall accept **credit/debit cards, and/or other forms of** electronic payment when possible.