

Treasurer's Instruction No	605
Title	Authorisation of Officers to Receive Moneys
Effective date	1 July 2005
Objective and Background	Specifies procedures to be followed for officers receiving moneys on behalf of an Agency
Last Reviewed Date	31 July 2003

This Instruction was previously known as Treasurer's Instruction No 604 – Authorisation of Officers to Receive Moneys.

Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.

(1) The Head of Agency shall authorise one or more officers to receive moneys and issue receipts on behalf of the Agency.

Where practicable, an officer authorised to receive moneys shall not be assigned the duties of:

- banking of moneys;
- posting of entries to debtors accounts or associated control accounts; and
- assessment of fees and charges due and payable to the State or that agency.