

University Policy

Applies to: All university personnel responsible for processing restitution payments.

Responsible Office

Office of Business and Finance

POLICY

Issued: 02/01/2008
Reviewed: 07/01/2015

Restitution payments generally arise as a result of criminal activity. The Office of Financial Services is the point of deposit for restitution payments.

Purpose of the Policy

To define the policy and procedure for receiving restitution payments.

PROCEDURE

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- I. Receiving Restitution Payments
 - A. Checks and electronic transfers may be an acceptable form of payment. Restitution payments must be received with instructions for deposit identifying the source of funds.
 - B. When mitigated through the court, the county/municipal courts deliver restitution checks to the Department of Public Safety.
 - C. The Department of Public Safety delivers restitution checks to the Office of Financial Services.
 - D. The Office of Financial Services deposits checks and makes the appropriate journal entries. The funds are either deposited into the appropriate university department fund or the university's general fund depending on the circumstance.

Responsibilities

Position or Office	Responsibilities
Department of Public Safety/ University Police	<ol style="list-style-type: none"> 1. Receive restitution payments from county/municipal courts. 2. Deliver restitution payments to the Office of Financial Services.
Office of Financial Services	<ol style="list-style-type: none"> 1. Receive restitution payments from the Department of Public Safety and/or individuals. 2. Deposit restitution checks and make appropriate journal entries.

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Office of Financial Services, Office of Business and Finance	614-292-6261 Fax: 614-292-7568	u.osu.edu/treasurer/

History

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