



Ohio Administrative Code Rule 113-3-01 Treasurer's contingent fund.

Effective: February 16, 2017

(A) All money collected by the treasurer that, in the treasurer's discretion, is provisional in nature or the disposition of which cannot be determined immediately, shall be deposited to the treasurer's contingent fund.

(B) Any state entity that receives money which the state entity believes is provisional in nature or the disposition of which cannot be determined immediately, may request approval by the treasurer for deposit into the contingent fund. Such requests shall be in writing and shall include the state entity's reasons for believing that the money should be deposited in the contingent fund and not into or as a part of the state treasury. The state entity shall provide such additional information as may be required by the treasurer in considering a request.

(C) In making a determination on a request, the treasurer shall consider the nature of the money (i.e., escrow, refund, etc.), whether other feasible methods of accounting for the money exist, and such other factors or information as the treasurer deems appropriate to each particular circumstance. The treasurer shall notify the state entity, in writing, of the approval or denial of a request.

(D) Upon receipt of the approval of a request, the state entity shall provide to the treasurer a list of signatures of three individuals who are authorized to request withdrawals of the money.

(E) Deposit of moneys approved for inclusion in the treasurer's contingent fund shall be on contingency fund forms.

(F) Withdrawal of money in the treasurer's contingent fund shall be requested on contingency withdrawal forms. The state entity seeking withdrawal shall also provide sufficient documentation to adequately prove the funds belong to the entity. The state entity's authorized signers must certify that the withdrawal is for a proper and legitimate use of such money. The treasurer of state will determine if the documentation adequately supports the claim.



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(G) Deposits of moneys in the treasurers contingent fund shall be available for withdrawal until the subsequent fiscal year has concluded. If there are no valid requests for withdrawal at the end of the subsequent fiscal year, the treasurer of state will transfer the moneys into the general revenue fund.