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Disbursement of Federal and State Seizure Funds and Property	ACA Standards: 2-CO-1B-01		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Disbursement of Federal and State Seizure Funds and Property

I. Federal Funds

Funds and/or property received from the Forfeiture Program of the Department of Justice, or any other state forfeiture program, will be utilized as a budget enhancement and not as a budget offset of the employee(s)' unit whose action resulted in the seizure.

Such funds will be deposited into the Oklahoma Department of Corrections (ODOC) 1131 clearing account. Locations that have a local bank set up to receive deposits will deposit the funds and e-mail a scanned copy of the deposit to the Department of Corrections' Finance and Accounting Budget Unit. Otherwise, the funds should be delivered directly to the Department of Corrections' Finance and Accounting Budget Unit for deposit. The funds will then be transferred to the ODOC's revolving fund.

A. Budgets

A request to spend the total dollar amount received will be prepared by the facility/district/unit head. This request will be forwarded to the associate director/affected division manager for review and approval.

B. Purchases

All purchases will be made in accordance with [OP-120103](#) entitled "Acquisitions and Dispositions," state statutes and Office of Management and Enterprise Services procedures.

C. Property

All property will be handled in accordance with [OP-120801](#) entitled "Property Inventory Control."

D. Reports

A report of total seizure funds and/or property received and expended will be prepared quarterly by Finance and Accounting and submitted to the director and to the chief administrator of Business Services. (2-CO-1B-01)

II. State Assets

The Oklahoma Department of Corrections is eligible to receive seized property from certain identified Oklahoma law enforcement agencies pursuant to 63 O.S. § 2-508 and in accordance with [OP-120801](#) entitled "Property Inventory Control."

A. Notification

1. The manager of Contracts and Acquisitions will be notified by the applicable agency that property is available.
2. The manager of Contracts and Acquisitions will then announce the availability of property to facilities/districts/units.
3. Agency staff that are made aware of available property for acquisition from local authorities must notify the administrator of General Services within two working days. The manager will then advise all divisions/units of available property.

B. Request for Property

1. Divisions/units will be granted six days to respond to the administrator of General Services of the desire to receive property.
2. The administrator of General Services will have ten days to respond to the applicable agency of the intent to receive property.

III. References

Policy Statement No. P-120100 entitled "Management of State Funds and Assets"

OP-120103 entitled "Acquisitions and Dispositions"

OP-120801 entitled "Property Inventory Control"

57 O.S. § 62 and O.S. 74

63 O.S. § 2 – 508.J

U.S.C. 18 981(e), U.S.C. 19 1616, and U.S.C. 21 881 (e)

IV. Action

The division head is responsible for compliance with this procedure.

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The chief administrator of Business Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-120601 entitled "Disbursement of Federal and State Seizure Funds and Property" dated July 30, 2014

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