

CHAPTER 4

MISCELLANEOUS SALES—TRANSMITTAL OF COLLECTIONS

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TABLE OF CONTENTS

PURPOSE..... 4-5

AUTHORIZED SALES—CHP 555, TRAFFIC CRASH REPORT; PHOTOGRAPHS;
RECORDS; AND EQUIPMENT..... 4-5

Field Commands..... 4-5

Headquarters Offices..... 4-5

PARTIES OF PROPER INTEREST 4-5

SALE PRICES OF CRASH REPORTS, PHOTOGRAPHS, AND OTHER
RECORDS..... 4-5

Crash Reports..... 4-5

Supplemental Reports 4-6

Counter Reports 4-6

Photographs 4-6

Credit Cards 4-6

CHP 505, Prepaid Crash Report Voucher 4-6

CHP 248, Response to Accident Report/Photographic Request 4-7

Information Practices Act Copies..... 4-7

Other Records 4-7

Subpoena Duces Tecum Copy Fees 4-7

DVDs 4-7

CDs..... 4-8

Carrier Information Reporting and Evaluation System..... 4-8

Sale of Records—Authorities and Prices..... 4-8

SALE OF DISCARDED TIRES, JUNK BATTERIES, USED ROTORS, AND
VEHICLES..... 4-8

State Property..... 4-8

Bid Requirements 4-9

Sales Tax Exemptions 4-9

Transmittal of Revenue..... 4-9

Participation in Sales 4-10

Receipts..... 4-10

Vehicle Sales 4-10

WITNESS FEE DEPOSITS..... 4-10

Deposit Amount 4-10

Acceptance..... 4-10

CHP 167, Civil Court Information..... 4-10

Transmittal of Witness Fees	4-10
<u>TRANSMITTAL OF FEES FOR CALIFORNIA SPECIAL DRIVER AND CALIFORNIA TOW TRUCK DRIVER CERTIFICATES, AND ROTATION TOW LIVE SCAN</u>	4-11
DL-45, California Special Driver Certificate; and DL-64, California Tow Truck Driver Certificate; Fees	4-11
Rotation Tow Live Scan Fees	4-11
<u>COLLECTIONS AND REFUNDS</u>	4-11
Responsibility	4-11
Checks Drawn for Less than Sale Total	4-12
Checks Drawn for More than Sale Total	4-12
Overpayment Refunds.....	4-12
Witness Fee Deposit Refunds	4-12
Credit Card Payment Procedures	4-13
Prepaid Crash Report Voucher Instructions.....	4-15
Electronic Fund Transfer Procedures	4-16
Verification Process	4-17
Safes and Vaults.....	4-17
<u>PREPARATION OF THE CHP 251, COUNTER RECEIPT</u>	4-17
Instructions for Completion	4-17
Audit/Control Information	4-20
Counter Receipt Distribution	4-20
Voided Counter Receipts	4-20
Transmitting Counter Receipts	4-20
California Special Driver/Tow Truck Driver Certificate Books.....	4-20
<u>TRANSFERS OF COUNTER RECEIPT BOOKS AND/OR CERTIFICATES</u>	4-20
<u>TRANSMITTAL OF COLLECTIONS</u>	4-21
Frequency and Maximum Amounts	4-21
Storage	4-21
Holidays and Year-End Reports.....	4-21
Coin and Currency.....	4-21
Cash-Only CHP 230	4-21
Negative Reporting Required.....	4-21
Petty Cash	4-22
Checks and Money Orders	4-22
Verification	4-22
Preparing/Assembling the CHP 230	4-22
Shortage Due to Lost Transmittal	4-25
<u>CHANGE FUND</u>	4-26
Amount	4-26
Responsibility	4-26
Internal Control	4-26
Shortages and Fraud, Embezzlement, or Robberies	4-26
Overages	4-27

ANNEXES

A – CHP 505, PREPAID CRASH REPORT VOUCHER..... 4-29
B – CHP 505A, PREPAID CRASH REPORT VOUCHER INFORMATION 4-31
C – CHP 505B, PREPAID CRASH REPORT VOUCHER REQUEST..... 4-33
D – CHP 265, SALE OF DISCARDED TIRES/JUNK BATTERIES/USED ROTORS... 4-35
E – CHP 230, TRANSMITTAL RECORD 4-37
F – SALE OF RECORDS—AUTHORITIES AND PRICES..... 4-39
G – CHP 251, COUNTER RECEIPT 4-41
H – CHP 365N, CREDIT CARD PAYMENT 4-43

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CHAPTER 4

MISCELLANEOUS SALES—TRANSMITTAL OF COLLECTIONS

1. PURPOSE. The purpose of this chapter is to identify and clarify the Department's General Orders (GOs) and California Vehicle Code (CVC) sections regarding miscellaneous sales of crash reports, photographs, records, discarded tires, junk batteries, used rotors, and vehicles. This chapter also includes direction for the preparation of collections; refunds; CHP 251, Counter Receipt; transmittal of collections using the CHP 230, Transmittal Record; change funds; witness fee deposits; and special driver and tow truck driver certificate fees.

2. AUTHORIZED SALES—CHP 555, TRAFFIC CRASH REPORT; PHOTOGRAPHS; RECORDS; AND EQUIPMENT.

a. Field Commands. Field commands shall be permitted to sell:

(1) Copies of crash reports in accordance with GO 110.2, Release of Collision Information.

(2) Glossy prints of photographs in accordance with GO 110.8, Processing and Storage of Digital Media. (Color or contact prints are provided for sale when available.)

(3) Other records in accordance with paragraph 4. in this chapter.

(4) Discarded tires, junk batteries, and used rotors, in accordance with paragraph 5. in this chapter.

b. Headquarters Offices. Sales of photographs and/or crash reports are not authorized at headquarters offices.

3. PARTIES OF PROPER INTEREST. Refer to GO 110.2 for definitions.

4. SALE PRICES OF CRASH REPORTS, PHOTOGRAPHS, AND OTHER RECORDS.

a. Crash Reports. Copies of crash reports may be released without charge to agencies listed in GO 110.2. The fees listed below shall be charged for each complete copy of a crash report when requested by a **party of interest**. If a subpoena duces tecum is issued by a **party of interest** for a crash report, the fees listed below shall apply. Sales tax shall not be applied.

Page Quantity Requested	Fee
1-25	\$10
26-50	\$20
51-75	\$30
76-100	\$40
101 pages or more	\$10 charge for each additional 25 pages, or portion thereof

NOTE: Multidisciplinary Accident Investigation Team (MAIT) reports, when printed on both sides, shall be charged by sheets of paper, **not** by individual printed sides.

b. Supplemental Reports. Supplemental reports are provided only upon request. When a CHP 251 or counter receipt number for the sale of the initial report is provided, up to 25 supplemental pages shall be provided free of charge. In the absence of a counter receipt or counter receipt number, \$1 per page shall be charged up to a maximum of \$10 for the first 25 pages. The above charge schedule shall be used for more than 25 additional pages.

c. Counter Reports. There will be no fee charged for a reproduced copy of a counter report requested by the involved party at the time of completion. The involved party shall be notified the copy of the reproduced counter report is not an official document, and a copy of the official report may be obtained after it has been processed, for a fee of \$10.

d. Photographs. The fee for black and white and color prints shall consist of the Department's processing costs plus applicable sales tax which was paid to the vendor. On the CHP 251, only the total fee paid (as defined above) shall be shown; the applicable sales tax shall not be shown as a separate item. Agencies listed in GO 110.2, which receive crash reports free of charge, are required to pay for actual CHP processing costs of photographs requested (refer to Annex D). Digital photographs will be charged as stated in Annex D.

e. Credit Cards. Credit cards may be used to purchase crash reports, photographs, etc. Refer to paragraph 8.f. for instructions. A CHP 251 is not issued for credit card purchases. Credit card requests may be made in person or called in by telephone. Credit card information shall be forwarded to the Fiscal Management Section (FMS), Cashiering Unit, within 24 hours.

f. CHP 505, Prepaid Crash Report Voucher.

(1) Insurance or other companies that purchase crash reports may purchase the CHP 505, Prepaid Crash Report Voucher book (refer to Annex A).

(2) A book of 25 vouchers may be purchased for \$250 per book. Refer to paragraph 8.g. for instructions. A CHP 251 is not issued for voucher redemptions.

g. CHP 248, Response to Accident Report/Photographic Request. Payments received by mail which are not accompanied by sufficient information or proof of proper interest shall be returned with the CHP 248.

h. Information Practices Act Copies. A fee of 10 cents per page for regular copies up to 8 1/2 x 14 inches, and 20 cents per page for copies of microfilm or computer records, shall be charged for records released to an individual under the Information Practices Act (IPA). This charge is mandated by Section 1798 of the Civil Code and covers charges for copies of personal information sold to the individual to whom it pertains. Examples of records falling within this category can be found in Chapter 13, Information Disclosures – Public Records and Rights of Privacy, of this manual.

i. Other Records. A fee of 30 cents per page for regular copies up to 8 1/2 x 14 inches; 50 cents per page for copies larger than 8 1/2 x 14 inches or copies of microfilm; or the actual cost charged by a third party; shall be charged for records provided under the Public Records Act. Examples of records falling within this category can be found in Chapter 13 of this manual.

j. Subpoena Duces Tecum Copy Fees. Charges for production of documents pursuant to subpoenas (including those from **other parties of interest** for crash reports occurring at a particular location) must be computed as stated in Chapter 10, Subpoenas/Subpoenas Duces Tecum Compliance Criminal/Civil Appearances, of this manual.

k. DVDs. The fee charged for the reproduction of MAIT DVDs will be \$75 per DVD (includes cost of the DVD, equipment usage, personnel time, and handling costs).

(1) Upon receipt of the DVD copy request, the field command will prepare the CHP 248 and forward it to the Division where the MAIT team is based.

(2) The Division will duplicate the DVD and return a copy to the field command along with the CHP 248.

(3) The field command will notify the requester of the amount due. When payment is received, a counter receipt shall be prepared. A copy of the accident report/photograph request form shall be forwarded with the CHP 230 only if it is being provided pursuant to a subpoena.

l. CDs. The fee for a copy of a recording on a CD, or a copy of a portion of a dispatch center recording on a CD, is \$5 (refer to Chapter 13, Annex B, of this manual).

m. Carrier Information Reporting and Evaluation System. The Carrier Information Reporting and Evaluation System (CIRES) contains up to three years of data for each carrier that has been assigned a California Identification (CA) number by the Department. Copies of carrier records may be provided in accordance with Chapter 13 of this manual.

(1) Federal, State, or Local Government Agencies.

- (a) Printouts—no charge.
- (b) Computer USB drives—\$7 per drive.
- (c) CDs—\$5 per disk.

NOTE: Agencies may provide their own computer USB drives or recordable disks in lieu of the charge.

(2) Private Individuals or Corporations.

- (a) Printouts.
 - 1 Per each motor carrier record—\$3.
 - 2 Per each 1,000 carriers, terminals, HazMat licensees (and any portion of 1,000 carriers/terminals/licensees)—\$3.
- (b) Computer USB drives/CDs.
 - 1 Computer USB drives—\$7 per drive.
 - 2 CDs—\$5 per disk.

n. Sale of Records—Authorities and Prices. Refer to Annex D for a list of the most common records sold, showing authorities for disclosure and statutory authority for methods of computing charges.

5. SALE OF DISCARDED TIRES, JUNK BATTERIES, USED ROTORS, AND VEHICLES.

a. State Property. Field commands are authorized to sell discarded tires, junk batteries, and used rotors. Sales shall be conducted in compliance with bid

requirements outlined in this section. Payments shall be made by cashier's check, money order, credit card, or electronic funds transfer (EFT). The CHP 365N, Credit Card Payment, shall be used when accepting credit cards for payment (see Annex F for example of completed form). Refer to paragraph 8.f. for instructions regarding the use of credit cards. For EFT payments, refer to paragraph 8.h. for instructions. Field commands should attempt to sell discarded tires to authorized/certified waste tire haulers. If there are no interested buyers, the contract vendor for waste tire disposal should be utilized to remove waste tires. Sales of vehicles will be conducted by headquarters, FMS, Inventory Control Unit (ICU), by bid only. The field command where the vehicle is located will be responsible for collecting the monies due, and for completion and distribution of the appropriate documents, forwarded by ICU, to the buyer. Refer to paragraph 5.g. for payment instructions.

NOTE: Blanket authority is given for the sale of the above items.

b. Bid Requirements. Except as otherwise instructed by departmental directive, at least three separate bids, based upon identical specifications, shall be secured by commanders for all sales of discarded tires, junk batteries, and used rotors. All bids shall be submitted on a CHP 265, Sale of Discarded Tires/Junk Batteries/Used Rotors (refer to Annex B).

(1) Original bids (not a photocopy) shall be secured unless otherwise directed by headquarters.

(2) When it is impractical to secure three separate bids, bids that have been secured shall be transmitted to FMS. The bid(s) shall be accompanied by a memorandum listing the persons and/or firms from whom bids were solicited, and the reason why less than three bids were secured.

(3) Bids for articles of lesser value may be taken over the telephone; each telephone bid shall be entered on the CHP 265.

(4) All bids shall be included with the CHP 230 and forwarded to FMS, Cashiering Unit.

c. Sales Tax Exemptions. Those persons or firms invited to bid on the sale of discarded tires, junk batteries, and used rotors, shall be informed state and local sales taxes will be added to the bid price unless the property is being purchased for resale. If the property is being purchased for resale, the purchaser's Board of Equalization seller's permit number must be included on the CHP 265. Sales tax will be added unless the seller's permit is provided.

d. Transmittal of Revenue. Monies received shall be forwarded to FMS, Cashiering Unit, using the procedures outlined in paragraph 11. in this chapter.

e. Participation in Sales. Any CHP employee may bid on or purchase surplus, used, or unclaimed property offered for sale to the general public except for motor vehicles awarded to the CHP by court order, due to conflict of interest (as described in HPM 31.1, Fleet Operations Manual).

f. Receipts. A CHP 251 shall be issued to record each miscellaneous sale, except for credit card and EFT payments (refer to Annex E).

g. Vehicle Sales.

(1) Payments. Payments shall be made by certified check, cashier's check, credit card, or EFT (refer to paragraph 5.a.). Personal checks will be accepted; however, the vehicle and Certificate of Title will be held by the Department until the check clears the issuing bank. Responsibility for the collection of sales tax for vehicles which will subsequently be registered in the State of California rests with the Department of Motor Vehicles. State and local sales tax shall be collected from out-of-state bidders unless the purchaser holds a valid sales tax permit or has arranged to transport the vehicle out of state by common carrier.

(2) Receipts. A receipt for the amount of the sale shall be issued to each successful bidder upon proper payment. One receipt may be issued for multiple purchases.

(a) Record each vehicle license number and vehicle identification number (VIN) on the counter receipt. Counter receipts are not issued for credit card or EFT payments.

6. WITNESS FEE DEPOSITS.

a. Deposit Amount. Witness fees in the amount of \$275 must be deposited with the appropriate field command **for each employee's appearance.**

b. Acceptance. Pursuant to Section 68097.2 of the California Government Code (GC), witness fees must be submitted with the subpoena. A client's personal check shall not be accepted, if represented by legal counsel. Field commands will prepare a counter receipt for each witness fee received.

c. CHP 167, Civil Court Information. A CHP 167, which is designed to provide background and invoice information for civil court appearances, must be provided to each requester.

d. Transmittal of Witness Fees. Monies received shall be forwarded to FMS, Cashiering Unit, using the procedures outlined in paragraph 11. Photocopies of the counter receipt and check shall be stapled to each subpoena submitted with the

CHP 230. If the witness fee is paid in cash, and no local Bank of America branch is nearby to deposit cash into Zero Balance Account (ZBA), an additional money order, separate from other cash, shall be obtained, and submitted with the CHP 230.

7. TRANSMITTAL OF FEES FOR CALIFORNIA SPECIAL DRIVER AND CALIFORNIA TOW TRUCK DRIVER CERTIFICATES, AND ROTATION TOW LIVE SCAN.

a. The DL-45, California Special Driver Certificate; and DL-64, California Tow Truck Driver Certificate; Fees. Field commands shall submit the fees collected for special driver certificates and tow truck driver certificates with the weekly CHP 230 to FMS, Cashiering Unit, using the procedures outlined in paragraph 11.

b. Rotation Tow Live Scan Fees. If a Rotation Tow Live Scan is conducted at the Area office, the fees to be collected for a Department of Justice (DOJ) check is \$32, and a Federal Bureau of Investigation (FBI) check is an additional \$17. The collected funds must be recorded on the CHP 230 under "Other," with a notation "Rotation Tow Live Scan." Field commands shall submit the fees collected with the weekly CHP 230 to FMS, Cashiering Unit, using the procedures outlined in paragraph 11.

8. COLLECTIONS AND REFUNDS.

a. Responsibility. The commander shall be responsible for determining that checks/money orders accepted for payments, sales, witness fee deposits, and/or other fees, are signed and otherwise drawn in proper form.

(1) All checks/money orders shall be payable to the "California Highway Patrol." Checks/money orders should have full name.

(2) All foreign checks and/or money orders must be payable in United States dollars to be accepted for payment.

(3) The name and address of the maker shall be clearly defined on the face of the check/money order.

(4) The dollar amount must agree with the written amount on the check.

(5) If the signature is missing on the check, flag the check before sending it to FMS.

(6) The counter receipt number shall be indicated on each check/money order.

(7) Postdated checks and/or deposit slips (submitted as a check) shall not be accepted.

(8) Stale-dated checks that are expired or within 15 days of expiring shall not be accepted. A check that passes the valid number of days and becomes stale-dated is considered voided and is an unacceptable form of payment. Refer to paragraph 11.i. for instructions.

(9) Immediately upon receipt, all checks, money orders, and warrants shall be restrictively endorsed for deposit with a stamp requisitioned from Business Services Section, Purchasing Services Unit. Money orders and cashier's checks purchased to convert cash collections for transmittal to FMS, Cashiering Unit, must also be exclusively endorsed by authorized personnel.

(10) Remove all staples from checks/money orders before sending them to FMS.

b. Checks Drawn for Less than Sale Total. Checks drawn for an amount less than the sale total shall:

(1) If received by mail, be returned with a CHP 248 to the remitter and the correct sum requested.

(2) If presented in person, be augmented with another check or cash to equal the correct amount.

c. Checks Drawn for More than Sale Total. Checks forwarded for an amount greater than the sale total will be recorded as an overpayment on line 3 of the CHP 230, and on the CHP 251, under "Other" by specifying overpayment. The FMS, Cashiering Unit, will automatically refund the overpayment if it is more than \$5. Refer to paragraph 8.d. for overpayments of \$5 or less.

d. Overpayment Refunds. The Department does not automatically refund overpayments of \$5 or less. The customer may request a refund in writing to the appropriate field/headquarters command. The refund request shall include the counter receipt number and/or copy of the counter receipt. The field/headquarters commander shall refer to the pink counter receipt file copy. If a refund is authorized, the field/headquarters commander shall approve and forward the request to FMS, Cashiering Unit, for processing.

e. Witness Fee Deposit Refunds.

(1) Attorneys requesting a refund of witness fee deposits must make a written request to the appropriate field command and include the following information:

(a) Attorney's name, address, and telephone number.

- (b) Defendant or plaintiff the attorney is representing.
- (c) Subpoenaed employee's name and ID.
- (d) Court name.
- (e) Case name and number.
- (f) Appearance date.
- (g) Reason for refund.

(2) Field commands shall verify the validity of the request, approve, and forward to FMS, Reimbursable Services Unit.

f. Credit Card Payment Procedures. In accordance with the State Payment Card Act, departmental policy permits the acceptance of credit card payments for vehicle and miscellaneous sales. When a company or individual requests to pay for a vehicle sale and/or miscellaneous sales by credit card, the following procedures shall be followed:

- (1) Credit cards may be presented in person or called in by telephone.
- (2) Determine the credit card being offered is authorized (e.g., Discover, Mastercard, or Visa) and the person offering the card is an authorized user of the card (e.g., correct cardholder, or, if it is a company card, is an employee of the company).
- (3) Verify the expiration date on the credit card. The card is valid through the last day of the month embossed on the card. If the card has expired, do not accept it.
- (4) Complete the CHP 365N (refer to Annex F), ensuring the following information is accurate and clearly legible on all copies.
 - (a) Individual/company/carrier name.
 - (b) Invoice number.
 - (c) Vehicle number (if applicable).
 - (d) Individual/company billing address of cardholder (include city, state, and zip code).
 - (e) Telephone number (include area code).

- (f) Terminal address (include city, state, and zip code).
- (g) Contact person.
- (h) The CA Number and File Code Number for Biennial Inspection of Terminals (BIT) Program (if applicable).
- (i) Amount to be charged.
- (j) A check mark in the appropriate credit card box.
- (k) Name (as shown on the credit card).
- (l) Credit card number.
- (m) Expiration date (month and year).
- (n) Signature of the authorized person, or when called in by telephone, write, "PER TELEPHONE AUTHORIZATION."
- (o) Reason for payment.
- (p) Date of the transaction.
- (q) Driver's license number of the authorized person.
- (r) State issuing the driver's license.
- (s) Daytime telephone number (of employee accepting the payment).
- (t) Employee name.
- (u) Employee ID number.
- (v) Employee Area number.
- (w) A check mark in the Receipt Requested checkbox located in the upper right-hand corner of the form, if requested.

1 For electronic receipts, provide requestor's e-mail address next to the checked Receipt Requested checkbox or under "Terminal Address" as shown in Annex F.

(5) Forward the completed CHP 365N to FMS by first-class mail within 24 hours. Mail the CHP 365N separately from the weekly CHP 230 to ensure priority processing. To guarantee processing of the credit card payment without

additional processing fees being charged to the Department, complete all applicable fields on the CHP 365N, including securing the cardholder's signature.

g. Prepaid Crash Report Voucher Instructions.

(1) Insurance companies, adjusting agencies, and other companies or attorneys of proper interest, may purchase books of the CHP 505. When requesting the vouchers, these companies and agencies shall also be given a CHP 505A, Prepaid Crash Report Voucher Information; and CHP 505B, Prepaid Crash Report Voucher Request (refer to Annex A for examples of all three CHP forms). The vouchers may be used in lieu of checks, money orders, or cash, to purchase standard crash reports of 25 pages or less. For purchases of crash reports more than 25 pages, additional vouchers can be used in increments of one voucher per 25 pages or portion thereof. Vouchers **cannot** be used for the following purchases:

- (a) Photographs.
- (b) CHP 180, Vehicle Report.
- (c) Computer Aided Dispatch (CAD) Logs.
- (d) Arrest Reports.
- (e) Cassette Tapes.
- (f) Video Cassettes.
- (g) CDs.
- (h) CIRES Reports.
- (i) Documents pursuant to civil subpoena duces tecum, deposition subpoena, or discovery order.

(2) The CHP 505 can be purchased through FMS, Cashiering Unit, in quantities of 25 vouchers per book. This replaces the credit voucher system previously in place.

- (a) Insurance companies that purchase crash reports may purchase a book of 25 vouchers for \$250 per book.
- (b) The request for purchase must be accompanied by a check, money order, or credit card payment in the amount of the purchase.
- (c) Insurance or other companies will be sent the appropriate number of

books along with a CHP 251 for the purchase amount after the payment is processed.

1 The FMS cashier will complete a CHP 251 for each transaction.

2 The FMS cashier will report the sales on a CHP 230 on a weekly basis.

(3) The CHP 505 is a three-part form. The pink copy is retained by the requesting company, and the white and yellow copies are sent to the appropriate field command.

(4) Upon receipt of the CHP 505, field commands will copy the appropriate crash report and send it to the requestor along with the yellow copy of the CHP 505.

(5) The white copy of the CHP 505 will be retained for auditing purposes by the field command.

(6) Prepaid vouchers have no cash value. No refunds or change will be given. Do not report voucher redemptions on CHP 230.

(7) No counter receipt shall be issued for voucher redemption.

h. Electronic Fund Transfer Procedures. An EFT payment option is offered to companies, corporations, or individuals who purchase used CHP vehicles from the Department or want to use this method to pay for services provided. When a request is received from a company, corporation, or individual requesting to pay for either the purchase of a vehicle(s) or services provided via EFT, the following procedures and responsibilities shall be implemented.

(1) Obtain the company, corporation, or individual's name, address, telephone number, and fax number, and contact person's name.

(2) Supply FMS with the vehicle/motorcycle license numbers, VIN, and a cost breakdown for each vehicle sold, or obtain the invoice number for the services provided.

(3) For EFT information, contact Fund Accounting/Grants Unit at (916) 843-3590 for vehicle sales; Inventory Control Unit at (916) 843-3554, or Reimbursable Services Unit at (916) 843-4330, for miscellaneous services.

(4) Upon notification of fund receipt from FMS, notify the successful bidder and release the vehicle(s).

i. Verification Process. The following procedures shall be used in all field commands:

(1) The cashier shall turn in all collections and counter receipts, daily, to someone not involved with the cashiering function. Collections and counter receipts will be reconciled in each other's presence.

(2) The change fund shall be verified at the same time.

(3) The person receiving the collections and counter receipts shall put them into an envelope, initial it, and lock it in a secure place within available storage facilities.

(4) The commander shall designate someone to periodically conduct "surprise" audits of the change fund, collections, and counter receipts, to assure the accurate accounting of monies to documents. Records should be kept of the date, the findings, and who conducted the audit.

j. Safes and Vaults. Field commands housing a safe/vault for cash, valuable items, and documents, shall comply with the following:

(1) The combination of the safe/vault shall be known to as few employees as possible for maximum safeguarding.

(2) A record log will be kept showing:

(a) Date the combination was last changed.

(b) Names of employees who know the current combination.

(3) The combination will be changed when the following occurs:

(a) An excessive number of employees are aware of the combination.

(b) An employee either leaves the Department or no longer performs the duties which require knowledge of the combination.

9. PREPARATION OF THE CHP 251, COUNTER RECEIPT.

a. Instructions for Completion. Counter receipts are prenumbered (refer to Annex E) and subject to departmental audit as well as an audit by other entities.

(1) Counter receipts shall be issued in numerical sequence. Numbers shall not be skipped for any reason. If a receipt is skipped in error, void it, and

include white and duplicate copies of the receipt in sequence with other receipts being sent to FMS, Cashiering Unit.

(2) Separate counter receipt books must be kept for cash and check transactions.

(3) Counter receipts shall not be issued for the DL-45 and the DL-64.

NOTE: A counter receipt may be issued for payment of fingerprinting fees (electronic fingerprinting) when an initial DL-45 and/or DL-64 has previously been paid by the applicant.

(4) A counter receipt shall be issued for each witness fee deposit received and shall include the following information:

- (a) Attorney's name, address, and telephone number.
- (b) Defendant or plaintiff the attorney is representing.
- (c) Subpoenaed employee's name and ID number.
- (d) Court name.
- (e) Case name and number.
- (f) A copy of the subpoena with photocopies of the check and counter receipt shall be stapled together and submitted with the weekly CHP 230.
- (g) A client's personal check shall not be accepted, if represented by legal counsel.

(5) A counter receipt shall be issued for each movie, widoalad, and special event detail advance deposit received, and shall include the following information:

- (a) Date of service.
- (b) Reimbursable "R" or contract number.
- (c) Full name and address of company.
- (d) Staple a photocopy of the counter receipt and check to the copy of the CHP 465, Reimbursable Letter of Agreement, and/or CHP 169, Movie Detail Flyer, to submit with the weekly CHP 230.

(6) A counter receipt shall be issued for each sale including the sale of discarded tires, junk batteries, used rotors, and other cash received. Sales tax must be added unless items are being purchased for resale. If items are being purchased for resale, the purchaser's Board of Equalization seller's permit number must be included on the CHP 265.

(7) Only one counter receipt needs to be prepared for multiple sales to one party.

(8) All CHP numbers (decal, tag, C, D, E, or M) and VINs shall be shown on the counter receipt for the sale of vehicles.

(9) All applicable crash file ID serial numbers shall be shown on the receipt.

(10) The amount of the actual sale shall be entered in the appropriate spaces, such as crash reports, photographs, publications, and other payments (e.g., Driving Under the Influence, salvage fees).

(11) When photographs are sold, tax shall not be separated from the total amount of the sale. The tax is included in the total processing charge.

(12) Care shall be taken to assure the information written on the counter receipt is complete and legible (e.g., date, command location code, cash and/or check payment [include check number], name, address, and telephone number).

(13) If an overpayment of \$5 or less is received, the word "Overpayment" or "O/P" shall be written on the CHP 251 under "Other," with the amount. If the overpayment is more than \$5, the word "Refund" shall be written under "Other," with the amount.

(14) The total amount of the sale, overpayment, or refund shall be entered on the "Total" line of the "Amount" section. This figure must be the same as the actual amount received. The counter receipt number and the amount of the refund or overpayment shall be shown on the transmittal.

(15) The following forms and supporting documents shall be submitted with the weekly transmittal. **Do not staple these forms to the corresponding counter receipt or the weekly CHP 230.**

(a) CHP 265.

(b) CHP 36, Property Receipt (unclaimed property).

(c) STD. 634, Absence and Additional Time Worked Report (for jury duty).

- (d) CHP 221, Malicious Damage Report.
- (e) CHP 465.
- (f) Civil subpoena.
- (g) Memorandum for shortages.

b. Audit/Control Information. Counter receipt numbers shall be written on the face of the checks and money orders. Care should be taken that the number is written on the check itself and not the check stub portion which may be attached.

c. Counter Receipt Distribution. Counter receipts shall be prepared in triplicate and distributed as follows:

(1) Original. When collections are received in the mail, the original counter receipt shall be mailed to the purchaser by utilizing it as an address slip placed in a window envelope. When collections are made over the counter, the original counter receipt is handed to the purchaser.

(2) Duplicate. Forward to FMS, Cashiering Unit.

(3) Triplicate. Retain in book at the field command.

d. Voided Counter Receipts. Both the original and duplicate copy of a voided counter receipt shall be forwarded to FMS, Cashiering Unit. "Void" shall be written on all copies of the voided counter receipt. Voided counter receipts must be reported in sequence on CHP 230, line 1 and individually on CHP 230, line 2.

e. Transmitting Counter Receipts. All counter receipts, including voids, shall be submitted free of staples in numerical sequence.

f. California Special Driver/Tow Truck Driver Certificate Books. Commands are to maintain their own inventory of counter receipts and California Special Driver/Tow Truck Driver Certificate books. A logging system (manual or automated) must be maintained and should include the books received by sequential number, the issued receipts recorded on the transmittal report, and any voids made.

10. TRANSFERS OF COUNTER RECEIPT BOOKS AND/OR CERTIFICATES.

Transfers of counter receipt books and/or certificates between field commands shall be reported on the CHP 266A, Credit Memo - Non-Equipment. The original credit memorandums shall be retained in the field command and a copy shall be sent to the field command receiving the books/certificates.

11. TRANSMITTAL OF COLLECTIONS.

- a. Frequency and Maximum Amounts. Collections for sales, payments, and/or witness fee deposits shall be transmitted to FMS, Cashiering Unit, at the first occurrence of any of the following:
- (1) Two hundred and fifty dollars in cash (for commands with no safe, vault, or money chest that is adequate to safeguard cash).
 - (2) One thousand dollars in cash (for commands with a safe, vault, money chest, or other comparable storage that is adequate to safeguard cash).
 - (3) Ten thousand dollars in cash, checks, money orders, and warrants (excluding state warrants and state checks).
 - (4) Close of business each Thursday; the weekly transmittal period for all offices begins on Friday and ends at close of business the following Thursday.
 - (5) If maximum amounts are collected before Thursday, a second CHP 230 must be prepared for the remaining days.
- b. Storage. Prior to transmittal, collections shall be retained in an envelope or a locked box which is then stored in a locked desk, file cabinet, or other device providing comparable safekeeping.
- c. Holidays and Year-End Reports. The weekly transmittal shall be processed and submitted in the usual manner, Friday through Thursday. No special handling is required.
- d. Coin and Currency. All cash received shall be deposited into a designated ZBA at a Bank of America branch office. For those CHP locations that do not have a local Bank of America branch office nearby, they may continue to obtain a money order for cash received from the United States Postal Service, or other available sources, using petty cash to cover the cost. Field commands shall retain a copy of the money order obtained for weekly coin and currency.
- e. Cash-Only CHP 230. A separate CHP 230 is required for each Bank of America cash deposit and shall be sent with the yellow copy deposit slip and banking receipt, via e-mail, to FMS, Cashiering Unit, on the day of the deposit (Commander's signature is not required for electronic copy). Copies shall be scanned and e-mailed to CHPCashiering@chp.ca.gov. Signed original shall be routed to FMS, Cashiering Unit, with all required backup documentation.
- f. Negative Reporting Required. A transmittal bearing the notation "no collections" shall be sent to FMS, Cashiering Unit, each Friday, if no sales were

made during the weekly transmittal period. This requirement is for check transmittals only. If there were no cash deposits during a transmittal week, no CHP 230 is required for cash.

g. Petty Cash. The petty cash fund shall be utilized for cashier's check and money order fees. An STD. 439, Disbursement Voucher, shall be completed to support the expenditure if the purchase receipt does not identify the item purchased or the vendor (refer to HPM 11.2, Materials Management Manual, Chapter 2, Petty Cash and Change Fund).

h. Checks and Money Orders. Checks and money orders shall be secured and sent with the CHP 230 to FMS, Cashiering Unit, for processing. Do not deposit checks or money orders into the Bank of America ZBA designated for cash deposits.

i. Verification. Verification shall be performed to ensure that checks, money orders, and counter receipts have been properly prepared, and the CHP 230 is signed by the commander. Special attention should be paid to the expiration date of every check. Stale-dated checks, or expiring within 15 days, should not be accepted. A check that passes the valid number of days and becomes stale-dated is considered voided and is an unacceptable form of payment. If it is discovered that a stale-dated check has been accepted, please void the CHP 251 and request a replacement check. Stale-dated checks shall not be submitted to FMS, Cashiering Unit for processing. If submitted, the check will be returned to the area if caught in time before it is deposited. If deposited and dishonored by the bank, a fee will be applied to all dishonored checks. Collection efforts will be made by Cashiering Unit to recoup any outstanding fees due.

j. Preparing/Assembling the CHP 230. The CHP 230 shall be prepared in triplicate (refer to Annex C). Separate adding machine tapes for counter receipts/certificates, checks, and/or money orders, shall be prepared; both tapes must agree with the transmittal. Counter receipts, certificates, and non-receipted monies must balance to money transmitted. Attach tapes to the transmittal. All CHP 230s must be signed by the preparer and the commander.

- (1) Each transmittal shall include the following:
 - (a) Name of the field command submitting the transmittal.
 - (b) Field command location code.
 - (c) Date the transmittal was completed.
 - (d) Time period covered (Friday through Thursday). Weeks shall not be combined on the transmittal.

(e) Counter receipts (beginning and ending numbers, **including voids**). Separate counter receipt books must be kept for cash and check transactions. All gaps in counter receipt sequence must be noted on the CHP 230, line 1. A simple note to explain (e.g., NEW BOOK [NB] or SHARED BOOK IN ERROR) must be included. All voided counter receipts must be listed on the CHP 230, line 2 and do not need a separate note of explanation.

(f) Yellow copy of the deposit slip and original of the bank receipt should be included with each cash transmittal.

(g) All sales, payments, and deposits listed in appropriate categories.

(2) Include total of monies being transmitted. Original and duplicate copy of the CHP 230 shall be sent to FMS, Cashiering Unit, P.O. Box 942900, Sacramento, CA 94298-2900, accompanied by:

(a) Original and duplicate copies of voided counter receipts.

(b) Duplicate copies of valid counter receipts.

(c) A cashier's check or postal money order for all cash applicable to sales for the period covered by the transmittal if no Bank of America branch is nearby to deposit cash into ZBA.

(d) All endorsed checks or money orders applicable to sales for the period covered by the transmittal.

(e) Original and duplicate copies of the CHP form(s) as required by this chapter for any miscellaneous sales made during the period covered by the transmittal. Do not staple documents to counter receipts or checks.

1 Common CHP forms to be sent include but are not limited to: CHP 465; CHP 90, Report of Court Appearance - Civil Action; CHP 221; CHP 472, Disbursement Request; and CHP 265.

(3) The duplicate counter receipts shall be assembled in numerical sequence (include both the original and duplicate copy of voids, free of staples) and banded together. Checks and/or money orders should be assembled and secured with a paper clip or rubber band. These items, together with two copies of any other forms listed on the CHP 230, the original CHP 230, and a copy of the CHP 230, shall be placed in an envelope and sealed. A third copy of the CHP 230 shall be stapled to the face of the envelope (with the name and location number of the field command visible) and forwarded to FMS, Cashiering Unit.

(4) Unclaimed property shall be included on the CHP 230 under Item 10, "Unclaimed property," and accompanied by a CHP 36, Property Receipt. Unclaimed property indicates funds that are unclaimed due to inability to locate or contact the rightful owner or next of kin. Funds will be held in a non-interest-bearing account for two years or until claimed. Section 16374 of the Government Code provides for the reversion of unclaimed money after it has been held on deposit in the Special Deposit Fund and remained unclaimed for two years per SAM Section 18424.7. Claimants requesting payment of reverted amounts should contact the Department of General Services (see SAM Section 8493). Before reporting under Item 10, confirm it is not asset forfeiture.

(5) Evidence funds shall be included on the CHP 230 under Item 11, "Other," and accompanied by a CHP 36. Evidence funds sent to FMS, Cashiering Unit for safekeeping should pertain to an ongoing investigation but are not related to an asset forfeiture case. Property will be held in an interest-bearing account until further instructions from the CHP Area office Commander how to disburse the funds. Before reporting under Item 11, confirm it is not asset forfeiture.

(6) Asset forfeiture shall be included on the CHP 230 under Item 12, "Miscellaneous," and accompanied by a CHP 36. Equitable shares of asset forfeiture for adjudicated cases should be listed under "Asset forfeiture (list case number) and amounts." For any ongoing investigation cases, report under "Asset forfeiture-interest bearing (list case number) and amounts."

(7) Witness fee deposits shall be included on the CHP 230 under Item 12, "Miscellaneous: Witness fees," and accompanied by two copies of the civil subpoena and photocopy of the counter receipt and check. Witness fee deposits shall be transmitted weekly to FMS, Cashiering Unit, using the procedure outlined in paragraph 9.a.(4). All subpoenas must accompany the transmittal to ensure credit to the proper attorney. Photocopies of the counter receipt and check shall be stapled to the subpoena.

(8) Deposits for movie, wideload, and special event detail, shall be accompanied by two copies of the CHP 465 and/or CHP 169 (for complete instructions, refer to Chapter 6, Reimbursable Services, of this manual). The form shall include the following items and be forwarded to FMS, Cashiering Unit, using the procedures outlined in paragraph 9.a.(5):

- (a) The amount of the deposit.
- (b) The date of service.
- (c) The reimbursable "R" number obtained from the Division Overtime Coordinator or the contract number.

- (d) The full name and address of the requesting company.
- (e) A photocopy of the counter receipt and check.

(9) The DL-45 and DL-64 numbers shall be listed on the CHP 230 under Item 9, "Special driver certificates." List the certificate control number (from and to) and the breakdown of the number next to the dollar amount of the original/renewal applicant fees purchased. Do not include the prepaid coupon amount under Item 9, and/or tow truck driver certificates. Do not submit the certificates; they should be kept at the field command for audit purposes.

(10) A CHP 251 shall be completed for payment of a subpoena duces tecum. Do not submit a copy of the subpoena or the CHP 247, Production of Records-Subpoena Duces Tecum, to FMS, Cashiering Unit.

(11) The duplicate copy of the CHP 230 submitted to FMS, Cashiering Unit, will be acknowledged and returned to the field command as proof of receipt. Any discrepancies will be noted on the copy.

(12) The triplicate copy of the CHP 230 shall be retained by the field command in chronological order. Upon receipt of the duplicate form, the triplicate file copy shall be removed and replaced by the receipted duplicate copy. If no receipted copy is received within 15 days, the commander shall contact FMS, Cashiering Unit, without further delay.

k. Shortage Due to Lost Transmittal. When a CHP 230 is lost in the mail, FMS, Cashiering Unit, will contact the field command for a copy of the CHP 230, counter receipts, special certificates, and other documents. The field command will be responsible for the following:

- (1) Placing a stop payment on the cashier's check or money order and have the bank reissue.
- (2) Initiating a memorandum to FMS from the field commander regarding the shortage.
- (3) Sending a letter to customers whose checks/money orders were lost. The customer shall be responsible for placing a stop payment on the check/money order and reissuing a check/money order to the field command.
- (4) Money which is recovered shall be sent weekly on a separate CHP 230 with a copy of the lost CHP 230 attached. Continue this process until all monies are recovered. The CHP 230 shall be completed with the following information:

- (a) "DATE PREPARED" shall be the current date.
- (b) "FOR PERIOD" shall indicate the week of the lost transmittal.
- (c) Corresponding counter receipt number(s) for monies recovered shall be listed.
- (d) Recovered monies shall be listed under appropriate items(s) (e.g"., Witness Fees, Special Certificates, Traffic Crash/MAIT Reports, Crash Photos, Publications).

12. CHANGE FUND.

- a. Amount. A change fund shall be furnished to each field command upon written request from the commander to FMS.
 - (1) The change fund shall not be used to cash checks, money orders, or cashier/traveler's checks for any person regardless of collateral.
 - (2) The change fund is subject to audit and shall always total the amount furnished to the field command plus any collections which have not been transmitted.
- b. Responsibility. The commander shall be responsible and accountable for the fund.
- c. Internal Control. Responsibility for the sale of items and the collection of cash shall be separated from the responsibility for the security of cash and transmittal.
 - (1) The person assigned to deliver articles sold shall record the sales so the volume can be reported on the transmittal and reconciled with the transmittal of cash.
 - (2) Any difference between reported sales and reported collections shall be brought to the attention of the commander, immediately, to make a determination of cause.
- d. Shortages and Fraud, Embezzlement, or Robberies. Shortages due to fraud, embezzlement, burglaries, or robberies, shall be reported to FMS, Cashiering Unit. Shortages of \$6 or more must be reported in writing no later than the first business day following the discovery of the shortage. An original and one copy of all reports shall be submitted to FMS, Cashiering Unit. The report(s) shall include the following information:

- (1) The total amount of the cash shortages and the period covered.
 - (2) If the person having custody of the money used due diligence and followed recognized good practices in handling and safeguarding the money.
 - (3) If the cash shortage might reasonably be expected in the regular course of business and was not due to the employee's dishonesty or carelessness.
 - (4) If theft is involved, a copy of the STD. 99, Report of Crime or Criminally Caused Property Damage on State Property; CHP 216, Arrest – Investigation Report; and CHP 729, Uniform Crime Report.
 - (5) A detailed explanation showing date, place, and complete circumstances of the incident which caused the shortage. If the shortage is a result of "clerical error," the explanation must be signed by the person responsible for the error. The explanation must contain a statement of the corrective action taken to prevent recurrence of the error. If the shortage is not the result of any person's error, the explanation shall be written by the person in charge of the fund. The explanation should be reviewed and signed by the commander.
- e. Overages. Overages shall be identified on the transmittal and submitted to FMS, Cashiering Unit, in accordance with procedures outlined in paragraphs 8.c. and 8.d.

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ANNEX A

CHP 505, PREPAID CRASH REPORT VOUCHER

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		
PREPAID CRASH REPORT VOUCHER		DATE
CHP 505 (Rev. 4-25) OPI 071		
VALID FOR ONE CRASH REPORT OF 25 PAGES OR LESS @ \$10.00 CHARGE		
<small>REQUESTER (NAME AND ADDRESS)</small> CSAA P. O. Box 1234 Suisun City, CA 94585	<small>CALIFORNIA HIGHWAY PATROL (ADDRESS)</small> CHP 6 Massie Court South Sacramento, CA 95823	
PLEASE SEND US A COPY OF YOUR REPORT ON THE FOLLOWING CRASH:		
<small>DRIVER 1</small> R U Dunne	<small>OWNER 1</small>	
<small>DRIVER 2</small>	<small>OWNER 2</small>	
<small>LOCATION</small> HWY 99		
<small>DATE OF CRASH</small> 09/20/2027	<small>CLAIM NUMBER</small> 08-RUD 1234	<small>INSURED</small> R U Dunne
<small>FOR CRASH REPORTS OVER 25 PAGES, AN ADDITIONAL VOUCHER CAN BE USED FOR EACH INCREMENT OF 25 PAGES OR A CHECK OR MONEY ORDER CAN BE USED FOR THESE ADDITIONAL COSTS. VOUCHERS CANNOT BE USED TO PURCHASE PHOTOGRAPHS OR THEFT REPORTS.</small> NO CASH VALUE. NO REFUNDS OR CHANGE WILL BE GIVEN. <small>Distribution: Original - Send to CHP field command, Yellow - Send to CHP field command, will be returned with report, Pink - Retained by requester</small>		
<small>Chp505_0425.pdf</small>		

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ANNEX B

CHP 505A, PREPAID CRASH REPORT VOUCHER INFORMATION

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
PREPAID CRASH REPORT VOUCHER INFORMATION
CHP 505A (Rev. 4-25) OPI 071

The following is designed to provide instructions for obtaining CHP 505, Prepaid Crash Report Voucher.

Effective August 1, 2004, the cost for a standard crash report is \$10.00. Larger reports will be \$10.00 for the first 25 pages, and \$10.00 for each additional 25-page increment or portion thereof.

The CHP 505, Prepaid Crash Report Voucher, may be used by the public to purchase standard crash reports from the California Highway Patrol (CHP). These vouchers are available in books of 25 @ \$10.00 per voucher, totaling \$250.00 per book.

The CHP 505 may be used to purchase standard crash reports only. The distribution of the three-part form is as follows: Original to the CHP field command; yellow copy also to the CHP field command (it will be returned to the requester with report); and pink copy retained by requester. The vouchers have no cash value and no refunds or change will be given.

The CHP 505, Prepaid Crash Report Voucher books are available for purchase from the CHP Fiscal Management Section, and may be requested using CHP 505B, Prepaid Crash Report Voucher Request form. Requests and payment shall be mailed to:

CALIFORNIA HIGHWAY PATROL
Fiscal Management Section, Cashiering Unit
P.O. Box 942900
Sacramento, CA 94298-2900

Below is a sample of the Prepaid Crash Report Voucher.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL PREPAID CRASH REPORT VOUCHER CHP 505 (Rev. 4-25) OPI 071		DATE _____
VALID FOR ONE CRASH REPORT OF 25 PAGES OR LESS @ \$10.00 CHARGE		
REQUESTER (NAME AND ADDRESS) _____	CALIFORNIA HIGHWAY PATROL, ADDRESS _____	
PLEASE SEND US A COPY OF YOUR REPORT ON THE FOLLOWING CRASH:		
DRIVER 1 _____	OWNER 1 _____	
DRIVER 2 _____	OWNER 2 _____	
LOCATION _____		
DATE OF CRASH _____	CLAIM NUMBER _____	INSURED _____
<small>FOR CRASH REPORTS OVER 25 PAGES, AN ADDITIONAL VOUCHER CAN BE USED FOR EACH INCREMENT OF 25 PAGES OR A CHECK OR MONEY ORDER CAN BE USED FOR THESE ADDITIONAL COSTS. VOUCHERS CANNOT BE USED TO PURCHASE PHOTOGRAPHS OR THEFT REPORTS. NO CASH VALUE. NO REFUNDS OR CHANGE WILL BE GIVEN.</small>		
<small>Distribution: Original - Sent to CHP field command. Yellow - Sent to CHP field command, will be returned with report. Pink - Retained by requester.</small>		
<small>Chp505_0425.pdf</small>		

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ANNEX C

CHP 505B, PREPAID CRASH REPORT VOUCHER REQUEST

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

PREPAID CRASH REPORT VOUCHER REQUEST

CHP 505B (Rev. 4-25) OPI 071

CALIFORNIA HIGHWAY PATROL
Fiscal Management Section, Cashiering Unit
P.O. Box 942900
Sacramento, CA 94298-2900

CHP 505, Prepaid Crash Report Voucher, may be purchased by the book. Each Book contains 25 prepaid vouchers @ \$10 per voucher, totaling \$250 per book.

We would like to request 1 book(s) of the CHP 505, Prepaid Crash Report Voucher. Enclosed is a check/money order in the amount of \$ 250.00.

Please send the vouchers to:

COMPANY NAME: Accident Claims, Inc.

ADDRESS: 12345 Company Street

Anywhere, CA 99999

ATTENTION: Mr. John Doe

This request form may be folded in thirds and placed in a standard #10 window envelope with your check or money order made payable to the California Highway Patrol.

If you have questions, please contact the Fiscal Management Section, Cashiering Unit, at (916) 843-3580.

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ANNEX D

CHP 265, SALE OF DISCARDED TIRES/JUNK BATTERIES/USED ROTORS

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		DATE OF NOTICE	COUNTER RECEIPT NUMBER
SALE OF DISCARDED TIRES/JUNK BATTERIES/USED ROTORS		10/01/2022	247295
CHP 265 (Rev. 5-04) OPI 071			
<p>INSTRUCTIONS:</p> <p>1. YOU ARE INVITED TO BID on the listed item(s). This is your bid form which must be returned to the selling office before 4:00 P.M. on the CLOSING DATE. Bids received after that date and time will not be accepted.</p> <p>2. IF YOU DO NOT CHOOSE TO BID, check the NO BID box; also check if you wish to be notified of future sales or not. Failure to return this form by the CLOSING DATE will remove your name from the bidders' list.</p> <p>3. If you do not have a retail sales permit, and/or do not list its number, sales taxes must be added to the purchase price.</p> <p>4. PAYMENT MUST BE MADE BY CASHIER'S CHECK, MONEY ORDER, CREDIT CARD OR ELECTRONIC FUND TRANSFER.</p>			
(Prospective Bidder)		RETURN TO (Office Stamp)	
JOE'S TIRES 1234 MAIN STREET NORTH HILLS, CA 95625			
<input type="checkbox"/> No bid <input checked="" type="checkbox"/> Retain on bid list <input type="checkbox"/> Remove from bid list			
YOUR TELEPHONE NUMBER (INCLUDE AREA CODE)		RETAIL SALES PERMIT NUMBER	CLOSING DATE
ITEM(S) TO BE SOLD			
QUANTITY	DESCRIPTION (if applicable, include CHP and serial numbers)	BID PER ITEM	TOTAL
37	JUNK CAR TIRES	\$ 0.25	\$ 9.25
		SUBTOTAL	9.25
PRINTED/TYPED NAME OF BIDDER OR REPRESENTATIVE JOE SMITH		SALES TAX (when applicable)	
SIGNATURE OF BIDDER OR REPRESENTATIVE		TOTAL BID	\$ 9.25
REMARKS			
Use previous editions until depleted			

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ANNEX F

SALE OF RECORDS—AUTHORITIES AND PRICES

RECORDS	RELEASABLE UNDER	FEES GOVERNED BY	PRICE
Traffic crash reports and MAIT reports	CVC § 20012 GO 110.2	CVC § 20012 GO 110.2 HPM 11.1, Ch. 4	\$10 per 25 pages
Photographs: Prints (on regular paper) (on colored paper) (on photo paper)	CVC § 20012 GO 110.8	CVC § 20012 GO 110.2 HPM 11.1, Ch. 4	Actual cost charged CHP for processing \$10 per 25 pages 30¢ per page 50¢ per page
Misc. documents provided under the Public Records Act (e.g., CAD logs, individual pages of publications, Statewide Integrated Traffic Records System Reports)	GC § 6253 HPM 11.1, Ch. 13	GC § 6257 HPM 11.1, Ch. 4	30¢ per page for regular copies up to 8½" x 14" 50¢ per page for copies larger than 8½" x 14" or copies of microfilm, or actual third-party cost
Arrest reports	Section 1798 of the Civil Code (CC) HPM 11.1, Ch. 13	CC § 1798; HPM 11.1, Ch. 4 and 13	10¢ per page to subject of report
Arrest logs or public info from arrest reports	GC § 6254(f) GC HPM 11.1, Ch. 13	GC § 6257 HPM 11.1, Ch. 13	30¢ per page
Pursuant to <u>civil</u> subpoena duces tecum, deposition subpoena, or discovery order	Section 1560 of the Evidence Code (EC) HPM 11.1, Ch. 10	EC § 1563 HPM 11.1, Ch. 10	\$24 per hour of clerical time or \$6 per ¼ hour or fraction thereof, plus, 10¢ per page for regular copies up to 8½" x 14", 20¢ per page for copies larger than 8½" x 14" or copies of microfilm, or actual third-party cost
Pursuant to <u>criminal</u> subpoena duces tecum, informal discovery, or order	EC § 1560 HPM 11.1, Ch. 10	No statutory authority to charge	None
Cassette tapes (e.g., dispatch tapes, interviews)	Subpoena, GC § 6250, or when proper interest established	HPM 11.1, Ch. 4, 10, and 13	\$5 per cassette
Computer USB drives	Subpoena, GC § 6250, CVC § 20012, GO 110.2	HPM 11.1, Ch. 4	\$7 per drive
CDs, digital diskettes	Subpoena, GC § 6250, CVC § S20012, GO 110.2	HPM 11.1, Ch. 4	\$5 per disc
DVDs	Subpoena, GC § 6250, CVC §20012, GO 110.2	HPM 11.1, Ch. 4	\$75 per disc
Carrier Information Reporting and Evaluation System (CIRES)	Attorney General's Opinion 85-903, HPM 11.1, Ch. 13	HPM 11.1, Ch. 4 and 13	\$3 per record

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ANNEX G

CHP 251, COUNTER RECEIPT

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		247301
COUNTER RECEIPT		NO.
CHP 251 (Rev. 9-18) OPI 071		
Reference number(s):	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Check	DATE 10/06/2022
CHP 36 Unclaimed Property	<input type="checkbox"/> Money order/Cashier's check	LOCATION CODE 730
E20220031	RECEIVED FOR	AMOUNT
	Crash report(s)	
	Publication(s)	
Received from:	Other (specify) CHP 36	2 60
<input type="checkbox"/> Evidence Officer Johnson	Sales tax	
960 East Blanco Road	TOTAL	2 60
Salinas, CA 93901	RECEIVED BY	
	A12345 AB	

Destroy Previous Editions

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ANNEX H

CHP 365N, CREDIT CARD PAYMENT

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL CREDIT CARD PAYMENT CHP 365N (Rev. 2-17) OPI 071			<input checked="" type="checkbox"/> RECEIPT REQUESTED
INDIVIDUAL/COMPANY/CARRIER NAME John Doe		INVOICE NUMBER AR00242700	VEHICLE NUMBER (IF APPLICABLE)
INDIVIDUAL/COMPANY BILLING ADDRESS OF CARDHOLDER (INCLUDE CITY, STATE, AND ZIP CODE) 1234 Main Street		TELEPHONE NUMBER (333) 333-3333	
TERMINAL ADDRESS (INCLUDE CITY, STATE, AND ZIP CODE) email@address.com		CONTACT PERSON Jane Doe	
FOR BIENNIAL INSPECTION OF TERMINALS (BIT) PROGRAM: CA NUMBER HazMat Use ONLY		FILE CODE NUMBER HazMat Use ONLY	AMOUNT CHARGED \$155.27
CREDIT CARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA		NAME (AS SHOWN ON CREDIT CARD) John Doe	
CREDIT CARD NUMBER 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9			
EXPIRATION DATE MONTH 1 2 YEAR 2 7			
SIGNATURE (AS SHOWN ON CREDIT CARD) <input checked="" type="checkbox"/> PER PHONE AUTHORIZATION		REASON FOR PAYMENT Payroll Accounts Receivable	DATE 12/05/2027
DRIVER LICENSE NUMBER		STATE California	DAYTIME TELEPHONE NUMBER Officer's Phone Number
EMPLOYEE NAME Officer's Name		ID NUMBER A18326	AREA NUMBER 071
DISTRIBUTION - Original to Fiscal Management Section			Chp365N_0217.pdf

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