



**WEST VIRGINIA  
SECRETARY OF STATE**

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**ADMINISTRATIVE LAW DIVISION**

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OFFICE OF  
WEST VIRGINIA SECRETARY OF STATE

**FORM 4 -- NOTICE OF RULE MODIFICATION OF A PROPOSED RULE**

AGENCY	Treasurer				
RULE TYPE	Legislative	AMENDMENT TO EXISTING RULE	Yes	TITLE-SERIES	112-
RULE NAME	Procedures for Processing Payments from the State Treasury				08

CITE AUTHORITY §12-3-1

THE ABOVE PROPOSED LEGISLATIVE RULES, FOLLOWING REVIEW BY THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE, IS HEREBY MODIFIED AS A RESULT OF REVIEW AND COMMENT BY THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE. THE ATTACHED MODIFICATIONS ARE FILED WITH THE SECRETARY OF STATE.

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.  
Yes

Diana Stout -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



Title-Series: 112-08



Rule Id: 10248



Document: 32059

TITLE 112  
LEGISLATIVE RULE  
STATE TREASURER'S OFFICE

SERIES 8  
PROCEDURES FOR PROCESSING PAYMENTS  
FROM THE STATE TREASURY

**§112-8-1. General.**

1.1. Scope. -- This rule implements the provisions of W. Va. Code §12-3-1 et seq., which require the Treasurer's Office to develop procedures for processing payments from the State Treasury.

1.2. Authority. - W. Va. Code §12-3-1.

1.3. Filing Date. -- ~~May 6, 1998.~~

1.4. Effective Date. -- ~~May 7, 1998.~~

1.5. ~~General Purpose~~ -- ~~The purpose of this rule is to carry out the legislative intent as stated in W. Va. Code §12-3-1, so that all warrants issued by the State Auditor on the Treasury are processed by the Treasurer in accordance with the requirements of W. Va. Code §12-3-1.~~ Sunset Provision. - This rule shall terminate and have no further force and effect upon the expiration of five years from its effective date.

**§112-8-2. Definitions.**

For purposes of this rule, unless a different meaning is clearly required by the context:

2.1. "Auditor" means the State Auditor of West Virginia

2.2. "Bank" means the disbursement bank selected by the Treasurer to process all checks issued by the State of West Virginia

2.3. "Check" means a warrant issued by the Auditor and endorsed by the Treasurer directing the Treasurer's disbursement bank to pay money as instructed

2.4. "Treasurer" means the West Virginia State Treasurer or his or her designee from the Treasurer's office.

2.5. "Warrant" means an authorization by the State Auditor authorizing the Treasurer to pay an obligation of the State.

**§112-8-3. Procedures for Processing State Warrants and Checks.**

3.1. Check Processing by the Treasurer - Upon receipt by the Treasurer of a warrant issued by the Auditor, the Treasurer shall ascertain whether there are sufficient funds in the treasury to pay that warrant. If the Treasurer finds there are sufficient funds in the treasury to pay the warrant, he or she shall endorse the warrant. If this requirement is met, the Treasurer shall endorse the warrant directing the Treasurer's disbursement bank to pay the money as instructed. The Auditor shall provide the Treasurer a daily listing of all warrants issued. This listing shall be in paper form, electronic media, or any other form as determined by the Treasurer.

3.2. Check Processing by the Disbursement Bank - The disbursement bank shall process all checks issued

by the Treasurer in accordance with the requirements of the contract for the disbursement account. The disbursement bank shall provide the Treasurer a daily listing of all checks paid. Also, the disbursement bank shall provide the Treasurer the total dollar amount of checks paid by the bank each day. Each day, the Treasurer shall transfer to the disbursement account from his or her receipt account, an amount sufficient to cover all checks paid.

3.3. Reconciliation of the Disbursement Bank Account - The disbursement bank shall reconcile the disbursement account in accordance with the requirements of the disbursement account contract. ~~After the Treasurer has verified the disbursement bank reconciliation, the disbursement bank shall provide the Treasurer with a list of all outstanding checks.~~