



## **OBJECTIVE**

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To define the policy and procedures for receiving restitution payments.

## **POLICY**

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Applies to: All university personnel responsible for processing restitution payments  
Issued: 2/2008

Restitution payments are payments that are generally a result of criminal activity. The Office of the Treasurer serves as the point of deposit for restitution payments. Periodically, the Office of the Treasurer will receive restitution payments from the County/Municipal Courts (Adult Probation) via the university Department of Public Safety.

## **PROCEDURE**

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Applies to: All university personnel responsible for processing restitution payments  
Issued: 2/2008

Process for receiving restitution payments:

- Contact is first made from the OSU Police Department to the Office of the Treasurer.
- All payments are received in check form. Checks are received with instructions for deposit identifying the source of funds.
- The Office of Financial Services deposits the check and makes the appropriate journal entry. The funds are either deposited into the appropriate university department fund or the General Fund of the university depending on the circumstance.

## **RESOURCES**

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### [Office of Financial Services](#)

Riverwatch Tower, Suite B  
364 W. Lane Ave.  
Columbus, OH 43201-4340

Phone: (614) 292-6261 OR (800) 678-6009 (toll free)  
Fax: (614) 292-7568