

Procedure Pay-In Orders when going to the Treasurer's office at One Government Center

1. Create a PIO/Receipt within your department. Your receipt number must begin with TO followed by the date (example 2020.1.16.), your initials, dash 1, 2, 3 etc.,

Example: TO-2020.1.16-GH-01

2. Your first/last name and phone number must be included in the PIO on the **Submitted By line**.

Example: Gina Hughes 419.213.4311

3. **DO NOT UNDER ANY CIRCUMSTANCES BACK DATE A PIO/RECEIPT!!!**
4. Print **two copies**, one for Treasurer and one for your records:
5. It will print only the first page, which includes the amount and the Document
6. Number – (PIO #). It will **NOT** include the distributions to funds
7. 5. Bring both copies of your printed PIO/Receipt to the Treasurer's office along with your cash/checks
8. 6. **Once you've paid in your PIO/Receipt to the Treasurer's office you cannot make changes to the PIO/Receipt**

PIO Receipts will be processed in our office 8:00 am – 3:30 pm

Procedure Pay-In Orders when going to any Fifth Third Bank Branch

1. 1 Create a PIO/Receipt within your department. Your receipt number must begin with BD followed by the date (example 2020.1.16.), your initials, dash 1, 2, 3 etc.,

Example: BD-2020.1.16-GH-01

2. 2 Your first/last name and phone number must be included in the PIO on the **Submitted By line.**

Example: Gina Hughes 419.213.4311

3. **DO NOT UNDER ANY CIRCUMSTANCES BACK DATE A PIO/RECEIPT!!!**

4. Send an email to Gina Hughes/Beth Steude at PIO-Receipt@co.lucas.oh.us

Subject line of: "BANK DEPOSIT"

5. Attach a scanned copy of your PIO/Receipt to the email

6. **This must be done before you go to the bank**

7. Fill out a bank deposit slip

8. Take only your cash/checks and deposit ticket to Fifth Third

9. **You must stay at the bank while they proof your deposit and give you a bank receipt for your deposit**

10. Scan a copy of the bank receipt for the deposit and attach it to the PIO/Receipt in Oracle

11. **Once an email has been sent to the Treasurer's office you cannot make changes to the PIO/Receipt**

Procedure Pay-In Orders when Requesting Money Transfer into Main Account

1. Create a PIO/Receipt within your department. Your receipt number must begin with MT followed by the date (example 2020.1.16.), your initials, dash 1, 2, 3 etc.,

Example: MT-2020.1.16-GH-01

2. Your first/last name and phone number must be included in the PIO on the **Submitted By line**.

Example: Gina Hughes 419.213.4311

3. **DO NOT UNDER ANY CIRCUMSTANCES BACK DATE A PIO/RECEIPT!!!**

4. Send an email to Gina Hughes/Beth Steude at PIO-Receipt@co.lucas.oh.us

Subject line of: "Money Transfer"

5. Attach a scanned copy of your PIO/Receipt to the email
6. **Once an email has been sent to the Treasurer's office you cannot make changes to the PIO/Receipt**

Procedure Pay-In Orders for Incoming ACH: Federal, State and Local

1. Beth Steude will send an email to the Agencies receiving money into our Main Account at Fifth Third Bank by 10:00 AM each morning. The email will include all information that is reported to the bank.

2. **The PIO must be sent back to the Treasurer's Office by 3:00 PM on the same day you received it. If you are unable to create the PIO/Receipt that day, please contact the Treasurer's office immediately (Beth Steude 4313 or Gina Hughes 4311).**

3. **DO NOT UNDER ANY CIRCUMSTANCES BACK DATE A PIO/RECEIPT!!!**

4. Create a PIO/Receipt within your department. Your receipt number must begin with ACH followed by the date (example 2020.1.16.), your initials, dash 1, 2, 3 etc.,

Example: ACH-2020.1.16-GH-01

5. Your first/last name and phone number must be included in the PIO on the **Submitted By line**.

Example: Gina Hughes 419.213.4311

6. Send an email to Gina Hughes/Beth Steude at PIO-Receipt@co.lucas.oh.us

Subject line of: "ACH"

7. Attach a scanned copy of your PIO/Receipt to the email

8. **Once an email has been sent to the Treasurer's office you cannot make changes to the PIO/Receipt**

**** If you know in advance that you are expecting money from any of the above entities please contact Beth Steude at bsteude@co.lucas.oh.us so she will have your contact information when she sees the money come into the bank account. ****