

## MEMORANDUM

**TO:** Right of Way Section, Engineering Design Division

**FROM:** Shannon Sauer, Controller

**DATE:** September 9, 1997

**SUBJECT:** Accounting Procedures for the Rental Payments of Excess Land and Sale of Excess Lands Purchased as Right of Way

1. Right of Way Section will hand carry the proceeds from the rental payments of excess land and sale of excess lands to the Financial Management Division. Financial Management Division will prepare a receipt indicating the project and parcel number, check number, date of the check, and description.
2. If the project is credited to a different project number, a memo will be prepared by Right of Way Section to Financial Management Division. The memo will include the credited project number, dollar amount, cost center, object code, sub and phase. Financial Management Division will enter the credit to the project through a journal entry.
3. When the project is finalized, the Financial Management Division will compare the costs reflected in the project ledger to the right of way certificate.

This procedure will assure that all credits to right of way parcels will be reflected at the time of the final voucher.