Cash Voucher Discussion:

Cash Voucher account:

- Cash vouchers are used to pay for expenses in the Treatment courts. (examples of the cash voucher are enclosed)
- Based on previous Treatment Court advisory board actions the vouchers are required to be signed by the following individuals: Drug Court Coordinator, Public Defender or Drug Court team member, Assistant District Attorney, and then the expenditure is approved by the Chief Public Defender. (Example of form attached)

Current Inefficiency: The Director or coordinator must print cash vouchers and then collect signatures from everyone. This process can cause delays in timely payment processing for our vendors.

Option 1: Remove the requirement for all signatures to be placed on the cash voucher form and switch to using the most current version available from the State Auditors.

Option 2: Move to using digital signatures. Utilizing DocuSign would simplify this process. Each invoice and cash voucher form would be emailed to the required signatories. As each individual signs the document, it would automatically move to the next person in line. Once all parties have signed the document electronically, it would be finalized. The operation coordinator will then print all supporting documentation and provide it to Donna for check processing.

Proposed Solution: Move to Docusign as tool used to gather signatures.

Cost associated: Initial Cost \$4,585.00 This includes a onetime set up fee of \$1,250.

Current Cash Voucher Form:

	Cash Voucher Claim	tourst a		
	Oklahoma County, Oklahoma			
Office or		Fund #		
Department:		Acct #		
In account with	: Name	Date:		
Address:	Courts.			
Date	Description	Amou	unt Claimed	Disall
	T.	tals: \$ 0.00		
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account, not subject to Board of County Commissioners' Approval.

Print Claim

Other Cash Voucher:

OSAI Form 270 (2021) 19 O.S. §§ 691 & 693	Cash Voucher (Claim	Claim	n #	
Office or	Co	unty, Oklahoma	Vouche		
Department:			Fund		
			Acct Dat		
In account with:	Name				
Address:					
Date	Description		Ar	mount Claimed	Disallov
		1	l'otals:	\$ 0.00	
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