



6.7 REPORTING SALE AND RENTAL REVENUE

Checks or drafts in payment for the sale or rental of excess lands or personal property shall be forwarded to the Bureau of Technical Services-Real Estate (BTS-RE) along with a Property Sales/Rental Receipt Transmittal (RE1578), which shall include: name of buyer or renter, project number, parcel number, amount, and type of payment. It shall be the responsibility of the region to provide cash receipts if requested by the buyer.

In the event a check is returned for insufficient funds or for any other reason, all subsequent payments should be in the form of a certified check, cashier's check, money order, or other negotiable instrument. In the event cash is received, a cashiers check or money order shall be obtained for transmittal to BTS-RE. Do NOT transmit cash.