CITY POLICY

	POLICY NUMBER: A1418
<u>**REFERENCE:**</u>	<u>**ADOPTED BY:**</u>
City Manager	City Manager
1991 05 09	
	<u>**SUPERSEDES:**</u>
	NEW

PREPARED BY:	Finance Department	**DATE:**	1991 04 03

TITLE: CORPORATE BILLINGS AND CHEQUES - FORMS

Policy Statement:

THE FINANCE DEPARTMENT SHALL BE RESPONSIBLE FOR THE STANDARDIZATION OF ALL BILLING, REMITTANCE STUB AND DISBURSEMENT FORMS.

The purpose of this policy is to:

1. STANDARDIZE CORPORATE FORMS DESIGN (BILLINGS AND CHEQUES).

2. ENSURE THAT DATA LOCATION, CODING, ETC. COMPLY WITH THE REQUIRED SPECIFICATIONS (SEE ATTACHMENTS).

3. CONFORM TO EXISTING HARDWARE AND SOFTWARE SPECIFICATIONS.

CITY PROCEDURE

AUTHORITY:	City Manager	**EFFECTIVE DATE:**	1991 05 09

TITLE: CORPORATE BILLINGS AND CHEQUES - FORMS

1. DEFINITIONS

1.01 <u>Billing Forms</u> - Any document that is prepared by the City for a citizen, business or government agency for collection of payment for services rendered.

1.02 <u>Remittance Stubs</u> - Any document that is received by the City from a citizen, business or government agency for the purpose of accounting for monies rendered to the Corporation for goods and/or services provided by the City of Edmonton.

1.03 <u>Payment Forms</u> - Any document issued by the City of Edmonton to a citizen, business or government agency for the payment of goods and/or services received by the City of Edmonton.

2. RESPONSIBILITIES

2.01 <u>The City Manager</u>, will approve this policy and any amendments thereto.

2.02 <u>The General Manager, Finance</u> (City Treasurer), or designate,

(a) Is responsible for ensuring compliance with current specifications.

(b) Is to recommend any amendments to this policy and propose changes to this policy, in conjunction with the General Manager of Computing Resources, or designate.

2.03 <u>The General Manager</u>, or designate of each department is responsible for the design, development, security and control of their departmental billing, remittance stub, and forms, in conjunction with the Manager, Materials Management.

3. PROCEDURES

3.01 Prior to issuing a purchase order on a materials requisition form, the billing and/or disbursement forms proof must include the approval signature of the General Manager, Finance or designate in conjunction with the General Manager of Computing Resources, or designate.

3.02 All such documents must meet the specifications outlined in the Attachments.

4. APPENDIX

Attachment I - The City of Edmonton Corporate Billing, Remittance Stub and Disbursement Forms Specifications.
Attachment II - The City of Edmonton OCR (Optical Character Recognition) Specifications.
Attachment III - The City of Edmonton MICR (Magnetic Ink Character Recognition) Specifications.

I.   FORM REQUIREMENTS

1.   The bill is printed on 8 1/2" x 11" cut sheet paper.

2.   The paper should have a basis weight of 48M plus or minus 5 percent with a minimum moisture content of 4.2% and a maximum of 5.5%.   The paper thickness will be between 0.004 inches and 0.009 inches and long grain bond paper with curlup.

3.   The stock quality should be able to run trouble free in either Xerox 8790 or 9790 series printer.

4.   The packaging of the forms must be sufficient to ensure that the moisture content is sustained until the time or printing, i.e., moisture proof paper (polyethylene laminate) or plastic bag.

5.   The ink must be heat resistant and suitable for use in Laser printers.

6.   The perf type must be of the keen edge variety to ensure trouble-free printing and ease of detaching.

7.   The paper used must have the following minimum specifications:

	METRIC STANDARD	IMPERIAL STANDARD
Sheffield Smoothness	50 200 units	50 - 200 units
Caliper	104-17 micrometers	0.0039"
Mullen (Burst)	165 kPa	24 psi
Tear:		
Cross Direction	608 mN	62 gf
Machine Direction	539 mN	55 gf
Wax Pick	11	11
Stiffness:		
Cross Direction	0.11 mN metres	1,1 gf cm
Machine Direction	0.25 mN metres	2.5 gf cm
Reflectance	60%	60%
Porosity	12 seconds	12 seconds
PH Level	5.5	5.5

II.   REMITTANCE STUB SPECIFICATIONS

1.   The remittance stub must be 8 1/2" x 3 1/2" and will be located on the top portion of the billing form.

2.   The bottom 5/8" edge of the form will be clear of all printing, color and background.   This area is reserved for bank use only.

3.   The top 3/4" edge of the form is reserved for the OCR scan line, it will not contain any color or background.

4.   There will be a 1 1/4" clear band running vertically along the left edge of the stub.   This area will not contain any color or background and is used to print bar marks which are optically read by the mailing machine.

III.   CHEQUE SPECIFICATIONS

1.   All cheques must be developed in accordance with the Acceptance of Payments of Accounts and Canadian Payments Association.

I.   OCR (OPTICAL CHARACTER RECOGNITION)

1.   The OCR scan line is printed in OCRA (Xerox font name L050AA).   The size of the characters printed by the OCRA font is .20 inches.

2.   The OCR scan line will print 10 CPI (Characters Per Inch).

3.   The printed characters will be centered vertically within the scan band on the top 3/4" portion of the remittance stub.   The center of the scan line will be .375 inches from the top of the remittance stub.

4.   The individual OCR characters on the remittance stub must be printed in a straight line and all characters must be equidistant from the top of the stub.

5.   The width of the OCR scan line is .384 inches, with each printed character using .20 inches, a print tolerance of .184 inches is available.   However, only a deviation of .092 inches above or below the print line is acceptable.

6.   All fields on the OCR scan line are right justified.   The following is the required record format with the character positions identified from left to right.]

DESCRIPTION	LENGTH	LOCATION
SPACES	25	01-25
ACCOUNT IDENTIFIER1	16	26-41
TRANSACTION AMOUNT1	10	42-51
TRANSACTION AMOUNT2	10	52-61
ACCOUNT IDENTIFIER2	16	62-77
TYPE OF BILL	2	78-79
SCAN LINE CHECK DIGIT	1	80
SPACES	5	81-85

7.   Each field on the scan line will be set up as follows:

ACCOUNT IDENTIFIER1 -   This is a sixteen digit number representing a valid account.

TRANSACTION AMOUNT1 -   This is a ten digit number used to store an integer value representing dollars and cents.

TRANSACTION AMOUNT2 -   This is identical to the TRANSACTION AMOUNT1 field.

ACCOUNT IDENTIFIER2 -   This is identical to the ACCOUNT IDENTIFIER1 field.

TYPE OF BILL -   This is a two digit number which must be one of the following:

01 - <u>Reserved</u>
02 - <u>Utilities</u>
03 - <u>Ed Tel</u>
04 - <u>Taxes</u>
05 - <u>Public Works</u>
06 - <u>Traffic Tags</u>
07 - <u>Licences</u>
08 - <u>Reserved</u>
09 - <u>Edm. Power</u>
10 - <u>Transportation</u>
11 - <u>Reserved</u>
12 - <u>Miscellaneous</u>

SCAN LINE CHECK DIGIT -   This is a calculated value using the 2-1-2-1 digits modules 10 (minus any remainder) for the following fields:

ACCOUNT IDENTIFIER1
TRANSACTION AMOUNT1
TRANSACTION AMOUNT2
ACCOUNT IDENTIFIER2

I.   MICR (MAGNETIC INK CHARACTER RECOGNITION)

1.   The MICR encoded line is printed in machine language type E-13B.   The size of the characters printed are .25 inches.

2.   The band reserved for MICR printing is the 5/8 inch area along the bottom edge of the document. The lower edge of the encoding line should be at least 3/16 inch above the bottom edge of the document and parallel to the edge.   The next 1/4 inch above provides the area where the encoding line appears.   The remaining 3/16 inch remains clear.

3.   In the MICR band (5/8" from the bottom edge of the document) the use of magnetic ink is restricted to the printing of prescribed E-13B characters.   No informational printing shall appear anywhere in this area.

4.   The following is the required record format with the character position identified from right to left:

DESCRIPTION	LENGTH	RIGHT PRINT POSITION FROM RIGHT EDGE OF DOCUMENT
AMOUNT FIELD	12	5/16" +/-1/16"
ON-US FIELD	18	1 7/8"
TRANSIT NUMBER FIELD	11	4 1/4"
AUXILIARY ON-US FIELD	14	5 3/4"

5.   The alignment of the bottom edge of any two adjacent numerical MICR characters must not vary more than 0.007 inch except between fields.

6.   The maximum skew of tilt of any character or line cannot be more than 1 1/2 degrees off the vertical using the bottom edge of the document as a horizontal reference.

7.   Whenever adjacent fields are printed at different times or using different printing techniques, there must be a minimum of one black space between those fields.