

Subpart E. PUBLICATIONS

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**CHAPTER 81. PROCESSING SUBSCRIPTIONS AND SALES OF PENNSYLVANIA CODE AND RELATED PUBLICATIONS**

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**Authority**

The provisions of this Chapter 81 issued under section 2406(j) of The Administrative Code of 1929 (71 P. S. § 636(j)), unless otherwise noted.

**Source**

The provisions of this Chapter 81 adopted August 31, 1973, 3 Pa.B. 1837, unless otherwise noted.

**§ 81.1. Purpose.**

This chapter establishes the procedures for processing subscriptions for and sales of the *Pennsylvania Code* and related publications.

**§ 81.2. Scope.**

This chapter applies to all departments and employes of the Commonwealth; however, it is specifically directed to the employes in the Bureau of Management Services, Department of General Services.

**§ 81.3. General.**

(a) The Commonwealth Documents Law establishes and defines the authority for the Department of General Services, Bureau of Management Services to process subscriptions and individual orders and distribute to the public, upon proper payment to the Department, the *Pennsylvania Code* and related publications. The following provisions apply:

- (1) Subscriptions and sales to the general public shall be accompanied with payment by cash, check or money order.
- (2) Subscriptions and orders from Departmental agencies shall be made on Miscellaneous Order, Office of Administration-183, and accompanied with a State Treasury check.

(b) All moneys collected by the Department shall be paid into the State Treasury through the Department of Revenue to the credit of the appropriations of the Legislative Reference Bureau and the Department of General Services.

**§ 81.4. Procedure.**

Transactions relative to subscriptions and sales of the *Pennsylvania Code* and related publications will be processed as follows:

- (1) Checks or cash from orders, requests, subscription notices and the like shall be separated.
- (2) Check number, date of check, amount of check or cash on orders, requests, subscription notices and the like shall be entered.
- (3) Stamp orders, requests, subscription notices and the like shall be dated.
- (4) Checks or cash shall be placed in the cash box, and the amount of cash only shall be placed on the card or in the book for accountability.
- (5) Files for duplicate copy or carbon copies of expiration notices or letters shall be checked, and check number, date of check and amount of check shall be entered.
- (6) Any and all changes from the original orders, requests, subscription notices and the like shall be made as indicated by the subscriber on to the duplicate copies, if any.
- (7) Sufficient copies of orders, requests, subscription notices and distribute shall be made as follows:
  - (i) Original to printer.
  - (ii) Copy to Legislative Reference Bureau. Original and duplicates shall be mailed every Tuesday and Friday by 3 p.m., mail pick-up.
  - (iii) Copy for Management Services file.
- (8) Form letter of acknowledgment to customer shall be prepared.
- (9) On the 15th and 30th of each month or the closest working day, checks shall be endorsed accordingly by typewriter or rubber stamp and checks and cash shall be tabulated with paper tape and transmittal receipt statement shall be prepared in duplicate to the Comptroller's Office, for the Director's review and signature. The transmittal receipt statement shall include actual dollar sales, Pennsylvania Sales Tax and total. Dollar amount of checks and cash shall be itemized.
- (10) Comptroller's Office shall be phoned for approval to transmit checks and cash.
- (11) Arrangements shall be made with messenger to handcarry transmittal.
- (12) The Comptroller or his authorized representative shall acknowledge receipt of moneys on the transmittal statement, retain one copy and return the other copy to the Bureau of Management Services.

(13) The Comptroller shall furnish the Bureau of Management Services with a copy of the revenue transmittal receipted by the Treasury Department. This document shall be filed with and become a permanent part of the transmittal records.

(14) Any inquiries concerning nondelivery of publications or volumes may be directed to the Legislative Reference Bureau after checking our files to determine if order, request and the like was actually received and processed.

(15) Requests for single copies of a particular issue of a *Pennsylvania Bulletin* shall be forwarded to the Publication Warehouse, to mail as requested. No concern should be expressed if remittance is not enclosed, unless request is for a quantitative number of extra copies.

(16) Any problems concerning subscriptions, orders, requests that cannot be solved by any of the foregoing shall be given to the Director for compliance.

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