



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

April 24, 2023

GENERAL MEMORANDUM NO. 099 – 23

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Governor of American Samoa

Subject: ASG Cash Handling and Daily Deposits

ASG Departments, Agencies, and Offices (Departments) that collect cash payments on behalf of ASG are reminded to comply with the following practices in order to assure proper control of ASG cash assets.

When collecting cash, ASG employees receiving cash must provide a receipt for the cash and account for all cash received. All cash collected must be deposited daily with Treasury. Cash is never to be held by the Department or spent on Department expenses.

All monies collected must be deposited with Treasury in the same form as collected. ASG employees are not to substitute personal checks for cash collected or cash checks from the cash collected. ASG employees should not take the money home or store it at the Department offices after hours. Funds must be accounted for and transferred to Treasury on the day they are received.

Thank you for your attention to this matter.

LEMANU P. S. MAUGA
Governor