

AUDIT OF PERSONAL DAMAGE CLAIMS, AO-61
(No. 13 October 1991)

3652

Purpose/Use: Audit personal damage claims.

Reference/Authority: Accounting Procedures Handbook, Sections 3685 and 3762;
Board of Control Rule 895;
Department of Personnel Administration, Rule 599.725;
Government Code §19849.8, 19258;
SAM §8423, 0601.
Incident Fiscal Management Handbook, Sections 3847.5, 3856

Source: CDF Employee.

Forms/Related Documents: Personal Damage Claim, AO-61; Posting Tag, AO-225.

Due Date(s): On receipt.

Distribution: DAO-Data Entry.

State agencies may pay for the repair or replacement of damaged personal property worn or used by the employee in the course of employment. An employee must submit a Personal Damage Claim (AO-61) to claim reimbursement for such a loss. See Section 3856.5 of the Incident Fiscal Management Handbook on how to complete AO-61.

- Verify that claims made by administrative unit employees have been approved by the unit, with final approval by the Region Chief. If not, route for approval. Respective Deputy Directors will give final approval of claims from Sacramento Headquarters employees.
- Determine that AO-61 bears appropriate CALSTARS codes. See Accounting Procedures Handbook, Section 3762.
- Make a photocopy of all backup material and attach to the copy of AO-61.

- Prepare a claims schedule per Accounting Procedures Handbook, Section 3685, and forward to DAO-Data Entry.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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