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Miami-Dade County
Finance Department - Accounting & Reporting
Departmental Employee Recognition Award (DERA) Fund

Return by, Monday, September 19, 2011

Return to: Maria T. Hernandez, Finance Department, 111 N.W. 1st Street – Suite 2620.

The Departmental Employee Recognition Award (DERA) Fund form must be completed by departments having Departmental Employee Recognition Award (DERA) Programs which present non cash awards (MA 230). Departmental Employee Recognition Award (DERA) Programs are established in conjunction with the Human Resources Department in compliance with A.O.7-30.

DERA FUNDS WILL NOT BE ESTABLISHED OR REPLENISHED UNLESS THIS FORM IS ON FILE WITH THE FINANCE DEPARTMENT.

The DERA funds must be found at the location indicated below so that it can be verified by auditing teams. This authorization, unless changed due to employee transfers, terminations or a reassignment of duties, will be effective for the fiscal year 2011-12. Any changes due to transfers, terminations or re-assignments must be reported immediately to the Finance Department. The custodian of the DERA funds cannot be the person authorizing the disbursement of funds.

	Name	**FAMIS No.**
Department:		
Division:		
Fund:		

Prepared by (print): _____

Prepared by (signature): _____

Title: _____

Phone number: _____

Name of Custodian	**Location**	**DERA Fund Amount**	**Date Last Verified**	**Custodian's Signature**

*Please attach list if you require more than five (5) lines. Include all columns.

Department Director: _____
Print

Department Director: _____ **Date:** _____
Signature