

SAM—DISBURSEMENTS

PURCHASE AND EXPENSE CLAIMS

8422

(Revised 12/89)

Purchase and expense claims will be listed on Claim Schedule, STD. 218, and submitted to the State Controller's Office for issuance of warrants. (See SAM Section 8422.2).

Claims will be submitted to the State Controller's Office at intervals to ensure that no vendor ordinarily will be paid more frequently than twice monthly except freight bills which, whenever possible, must be processed and paid within 21 days from the date of receipt by the State. This procedure is intended to assure that vendors receive payment within 30 days from the date the goods or services are received or the date of the non-discounted invoice, whichever is later. The procedure of filing claims to pay invoices as soon as possible after goods or services are received often results in an agency paying the same vendor as frequently as 10 or 12 times during a month and will be avoided whenever possible.

Invoices should be audited promptly in accordance with SAM Section 8422.1. Audited invoices then may be filed alphabetically by appropriation chargeable and by vendor. At scheduled intervals, the audited invoices may be removed from the alphabetical file and assembled into claim schedules in the manner prescribed in SAM Section 8422.2. For example, an agency that ordinarily submits claim schedules once weekly to the State Controller's Office may assemble audited invoices from the alphabetical file and prepare claim schedules as follows:

1st and 3rd weeks	A–M
2nd and 4th weeks	N–Z

Similarly, an agency that ordinarily submits claim schedules twice weekly may assemble audited invoices from the alphabetical file and prepare claim schedules as follows:

1st and 3rd weeks	- Tuesday	A–F
	- Friday	G–L
2nd and 4th weeks	- Tuesday	M–R
	- Friday	S–Z

This procedure has been successfully tested and adopted by several State departments.