

## SAM—DISBURSEMENTS

### **ELECTRONIC FUND TRANSFER FOR DEPARTMENT OF GENERAL SERVICES' INVOICES 8471.2**

(Revised 09/13 and renumbered from 8471.13)

DGS has implemented the Electronic Fund Transfer (EFT) system to streamline the payment of invoices and to eliminate the need for departments to prepare and submit claim schedules to SCO.

Under the EFT system, DGS continues to produce individual invoices for services and products provided to departments. The Notices of EFT are compiled into one electronic file by the end of the month and submitted to the SCO on the 2<sup>nd</sup> workday of the following month for processing. Approximately 8 working days are required by the SCO to process the EFT requests and to post the journal entries.

A copy of the individual invoices is available to view and print on the DGS-OFS website by the 5<sup>th</sup> calendar day of the following month at: [www.ofs.dgs.ca.gov](http://www.ofs.dgs.ca.gov).

An access account is needed to retrieve this information. To set up an access account, the departments will need to contact: [SRFFiscalServices@dgs.ca.gov](mailto:SRFFiscalServices@dgs.ca.gov).

For information regarding the EFT program contact:

Department of General Services  
Office of Fiscal Services - SRF  
707 Third Street, 10<sup>th</sup> Floor  
West Sacramento, CA 95605

FAX: (916) 376-5165

E-Mail: [SRFFiscalServices@dgs.ca.gov](mailto:SRFFiscalServices@dgs.ca.gov)

The normal flow of transactions for the EFT System is provided in 8471.2 Illustration.