

SAM—DISBURSEMENTS

GENERAL SERVICES BILLING INFORMATION

8471.6

(Revised 09/13 and renumbered from 8471.71)

DGS assigns a six digit numeric code to state departments referred to as a Customer Account Number (CAN) in billing for services provided. To request a new CAN or to revise an existing CAN (e.g., update billing address), departments must properly fill out AFS-94A, CUSTOMER ACCOUNT NUMBER (CAN) REQUEST form available on DGS's website at: <http://www.documents.dgs.ca.gov/ofs/Afs94a.pdf>

The completed form AFS-94A, approved by the department fiscal officer, should be submitted to:

Department of General Services
Office of Fiscal Services - SRF (IMS Code Z-1)
707 Third Street, 10th Floor
West Sacramento, CA 95605

FAX to: (916) 376-5165

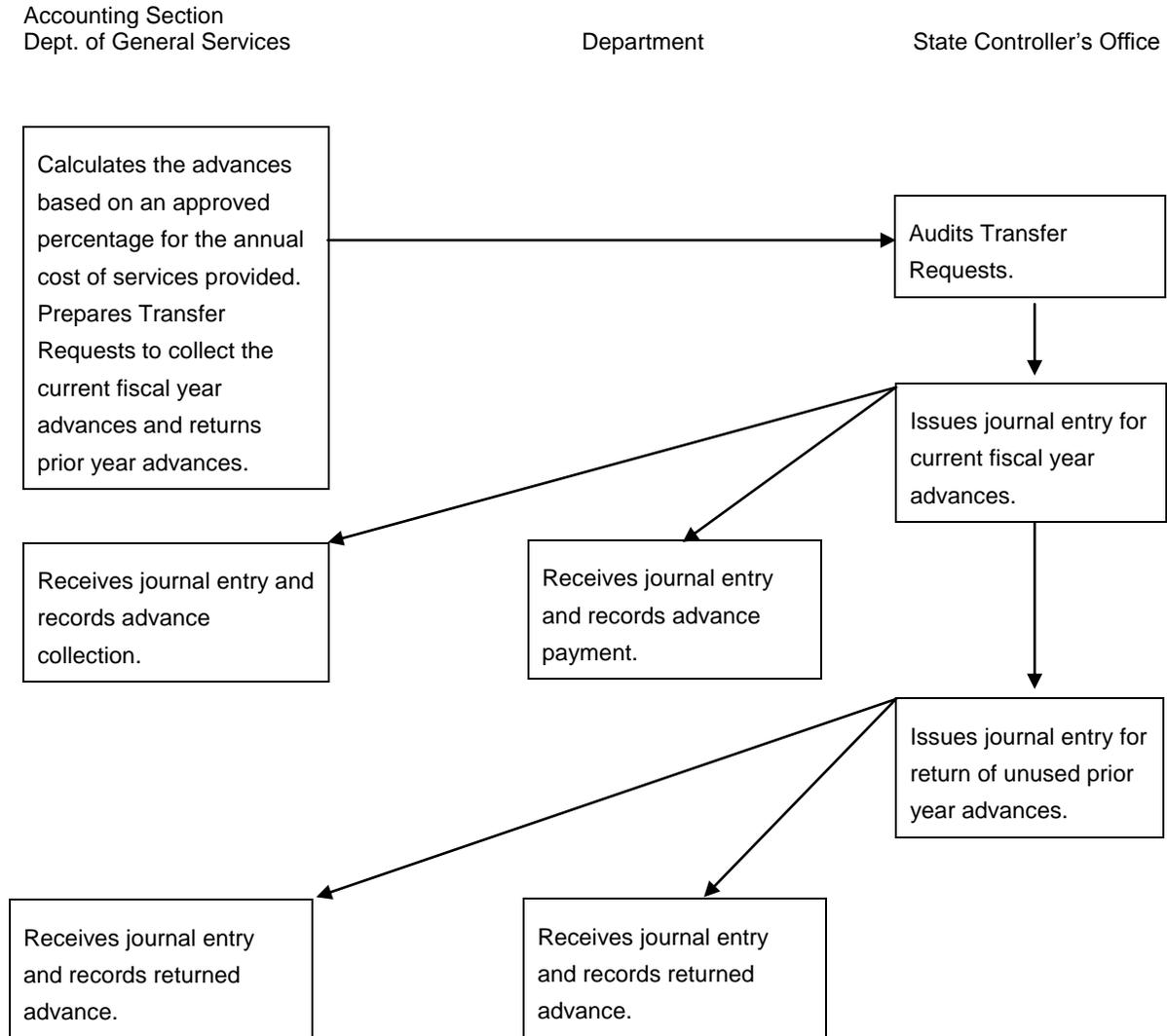
E-mail to: SRFFiscalServices@dgs.ca.gov

SAM—DISBURSEMENTS

(Revised 09/13)

ADVANCES TO THE DEPARTMENT OF GENERAL SERVICES FOR SERVICES PROVIDED

NORMAL FLOW OF TRANSACTIONS



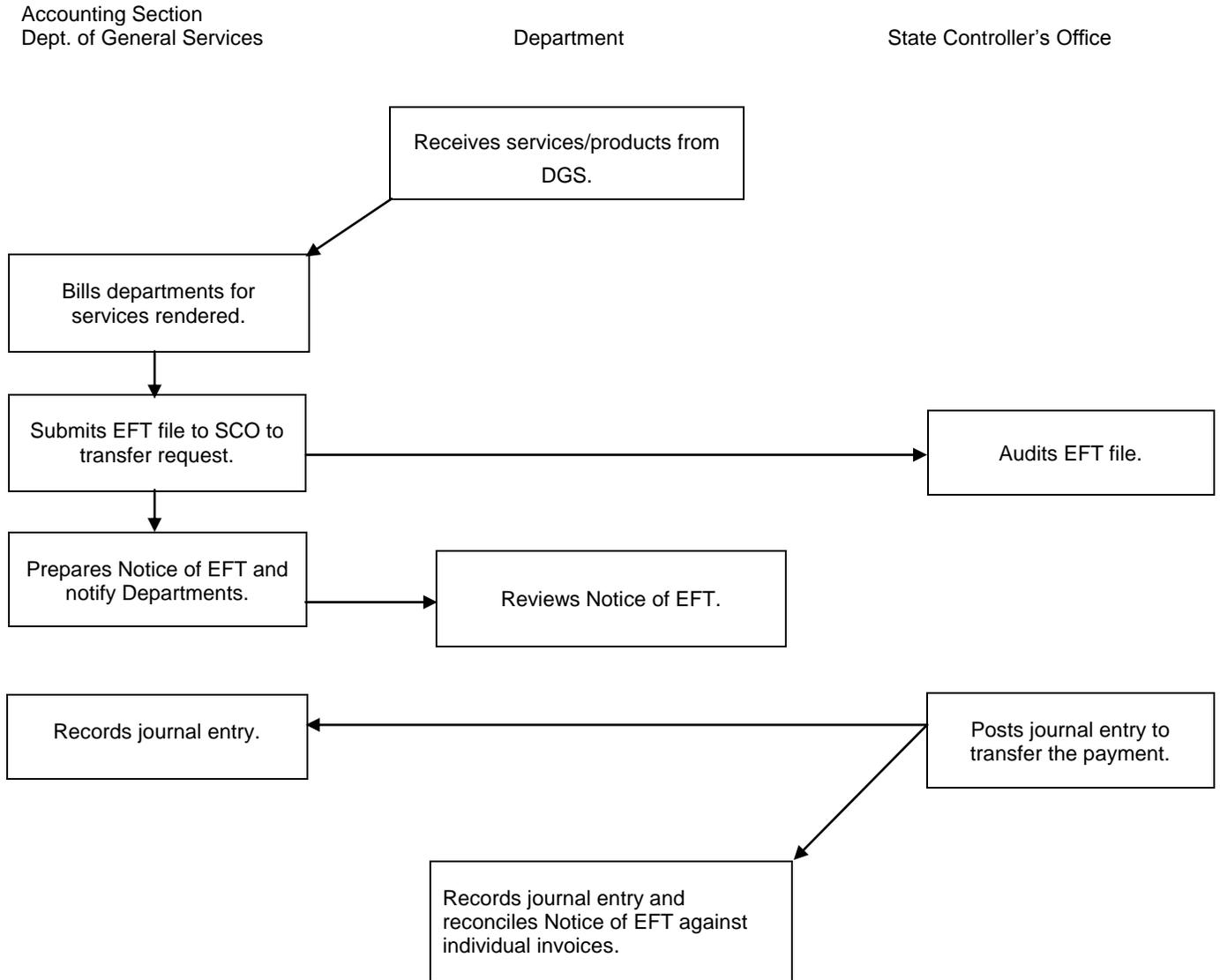
8471 Illustration

SAM—DISBURSEMENTS

(Revised 09/13)

**ELECTRONIC FUND TRANSFER (EFT) FOR
DEPARTMENT OF GENERAL SERVICES' INVOICES**

NORMAL FLOW OF TRANSACTIONS



Note: If any department discovers an invoice discrepancy, the department should notify Department of General Services who will issue an adjustment or credit that will automatically be recorded in the following EFT.