PRINTING

INVOICES FOR PRINTING SERVICES AND SUPPLIES) **8472.1**
(Revised and Renumbered 8/70

(See SAM Section 2812 for other instructions on the preparation of requisitions.)

Printing Requisition-Invoice, Std. Form 67, serves as a requisition on and as an invoice of the Department of General Services, Office of State Printing. Agencies will submit Std. Form 67 in quadruplicate, the original and two copies of which will be used by the Office of State Printing as invoices when the services or supplies are furnished. At the top of each Std. Form 67, agencies will show the fund, appropriation, and budget act item from which the charge is to be paid.

The form also authorizes the State Controller to make a journal entry for the amount of the charges from funds advanced to the Service Revolving Fund. This authorization must be signed by a person of the agency properly authorized to approve claims in accordance with Board of Control Rule 624.