

SAM—DISBURSEMENTS

PROCESSING BY OFFICE OF STATE PRINTING

8472.2

(Revised and Renumbered 8/70)

After furnishing agencies with services or supplies, the Office of State Printing will:

1. Enter the job cost on the original and two copies of the appropriate Std. Form 67 in the box reserved for this purpose.
2. Prepare a journal entry request in triplicate for each group of invoices (Std. Form 67) chargeable to a single appropriation applicable to one agency. Each request will show: (a) request number, (b) name of agency, (c) fund, (d) appropriation, (e) budget act item, (f) list by job number of the amount of each supporting Std. Form 67, and (g) total amount chargeable to the appropriation.
 - a. The original copy of the request and the original copies of the Std. Form 67 will be sent to the State Controller's Office for audit and preparation of the journal entry.
 - b. The duplicate copy of the request will be attached to the duplicate copies of the Std. Form 67 and forwarded to the agency.
 - c. The triplicate copy of the request and the triplicate copies of the Std. Form 67 will be retained as supporting detail of accounts receivable pending receipt of the Controller's Journal Entry.
3. Record payment in the Service Revolving Fund accounts when the State Controller's Journal Entry is received.