

## **SAM – DISBURSMENTS**

### **BLUEPRINTING AND OTHER REPRODUCTION INVOICES**

**8422.105**

(Revised 10/78)

For payment of blueprinting and other reproduction services performed under service agreements, the original copies of vendor's summary invoices that list individual invoice numbers and amounts will be filed with the State Controller's Office. Supporting invoices will be retained by the agency for a period of six months from the date the claim is filed for payment. The State Controller's Office, at its discretion, may audit the supporting invoices in the agency's office instead of a pre-audit of the supporting invoices at the time of approving the summary invoices for payment.

The agency is responsible for auditing the individual invoices to determine the propriety of charges and correctness of summary invoices for blueprinting and other reproduction services before filing a claim for payment.