CLAIM SCHEDULES **8422.2**
(Revised 8/92)

Invoices and vouchers will be separated into the following three groups: (Separate claim schedules will be prepared for each of the three groups.)

Group 1

All invoices or group of invoices other than Group 2 lease invoices to pay $1,500 or more to one payee.

All invoices to pay any amount pursuant to State agency contracts or leases other than Group 2 lease invoices (excluding items for sub-purchase order covered by Office of Procurement, Department of General Services, statewide contracts, or purchase orders under $1,500).

Group 2

All regular monthly rental invoices for leases of real property. These will be scheduled separately for each due date. They will be flagged to show: (1) that they are monthly rental payments; and (2) the due date of the invoices in the schedule.

Group 3

All other payments. In no case should a payment to a vendor be scheduled in Group 3 if another payment is scheduled to the same vendor in Group 1. Such invoices should be combined and scheduled in Group 1. There will be no similar combining for Group 2 payments.

Claimants will be listed on a Claim Schedule, STD. 218 (Continuous), the original of which will be submitted to the State Controller's Office. If more than one invoice or voucher is to be paid by a single warrant, only the total amount claimed by the claimant will be shown on the STD. 218 (Continuous). Although operating expenses and equipment invoices may be combined, Workers' Compensation invoices must be kept separate because they are filed against the Personal Services category. Purchase order numbers will be shown on STD. 218 (Continuous) when applicable. Contract and lease payments in Group 1 will be identified by entering the letter "c" in the "Purchase Order No." column on the STD. 218 (Continuous). The number and amount of reportable payments (see SAM Section 8422.19) will be entered on the STD. 218 (Continuous) in the box entitled "Reportable payments per SAM Section 8422.19." The "number" of reportable payments for this purpose is the number of warrants or revolving fund checks paid, not the number of invoices which are being paid.

Agencies will submit Group 2 schedules to the State Controller's Office from five to 10 working days prior to the due date of the invoice in the schedule. The State Controller's Office will process them and mail its warrants on the day before the due date or the next preceding workday if the day before the due date falls on other than a workday. Also see SAM Section 8422.104.

Invoices will not be segregated by type of encumbrance document, if any, that they liquidate. Documents submitted to the State Controller's Office will be arranged as follows:

1. Original and one copy of Claim Schedule, STD. 218 (Continuous).
2. Original copies of invoices and/or vouchers or acceptable copies (see SAM Section 8422.1) arranged in the same order as payees' names are listed on the claim schedule.
3. Adding machine tape attached to the first invoice of a claimant whenever more than one invoice from the same claimant is included in a claim. All invoices of the claimant will be listed on the tape.
4. Remittance Advice Envelope, STD. 403, containing remittance advice forms and any other material (see SAM Section 8422.3) firmly attached thereto, arranged in the same order as payees' names are listed on the claim schedule.

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CLAIM SCHEDULES **8422.2 (Cont. 1)**
(Revised 8/92)

Claim schedules to reimburse a revolving fund will not list the names of vendors, travelers, etc., paid from the revolving fund. Invoices and vouchers filed to reimburse office revolving funds may be included in claims filed to obtain warrants payable directly to claimants furnishing goods or services. Such invoices will be placed at the end of the claim and will be preceded by an adding machine tape supporting the amount shown on the claim schedule as payable to the revolving fund.

All documents in a claim schedule will be bound together at the top by a tape or cord, passed through holes punched in the documents, and tied in a bow knot at the back of the claim schedule. This will permit easy removal for audit, correction, and any required central mailing of documents by the State Controller's Office. Be sure that necessary information is not obliterated when documents are punched. Agencies wishing to use backing sheets may use them only for small size invoices and for those invoices wherein necessary information (vendor's name, address, etc.) would be obliterated if punched.

Agencies will file duplicate copies of STD. 218 (Continuous) and the supporting invoices and vouchers numerically by schedule number.

Claim schedules that include an invoice or claim from an employee authorized to sign claim schedules will not be signed by such employee. Another authorized employee will sign such schedules regardless of whether it provides for direct payment to the employee or for reimbursement of the revolving fund.