

SAM—DISBURSEMENTS

CONTESTED DEPARTMENT OF GENERAL SERVICES' INVOICES

8471.5

(Revised 09/13 and renumbered from 8471.52)

If a department is billed by DGS for (1) services that were not performed, or (2) services that are not in accordance with an interagency agreement (IA), the department should notify DGS within 60 days of the invoice date. The department shall submit a STD. 209, Invoice Dispute Notification form directly to the contact information indicated on the invoice. The absence of an IA does not preclude the payment of valid invoices.

This form is available at: http://www.dgs.ca.gov/osp/Forms/Search/pdf_fillPrint.aspx