

SAM—DISBURSEMENTS

SERVICES PROVIDED BY THE DEPARTMENT OF GENERAL SERVICES

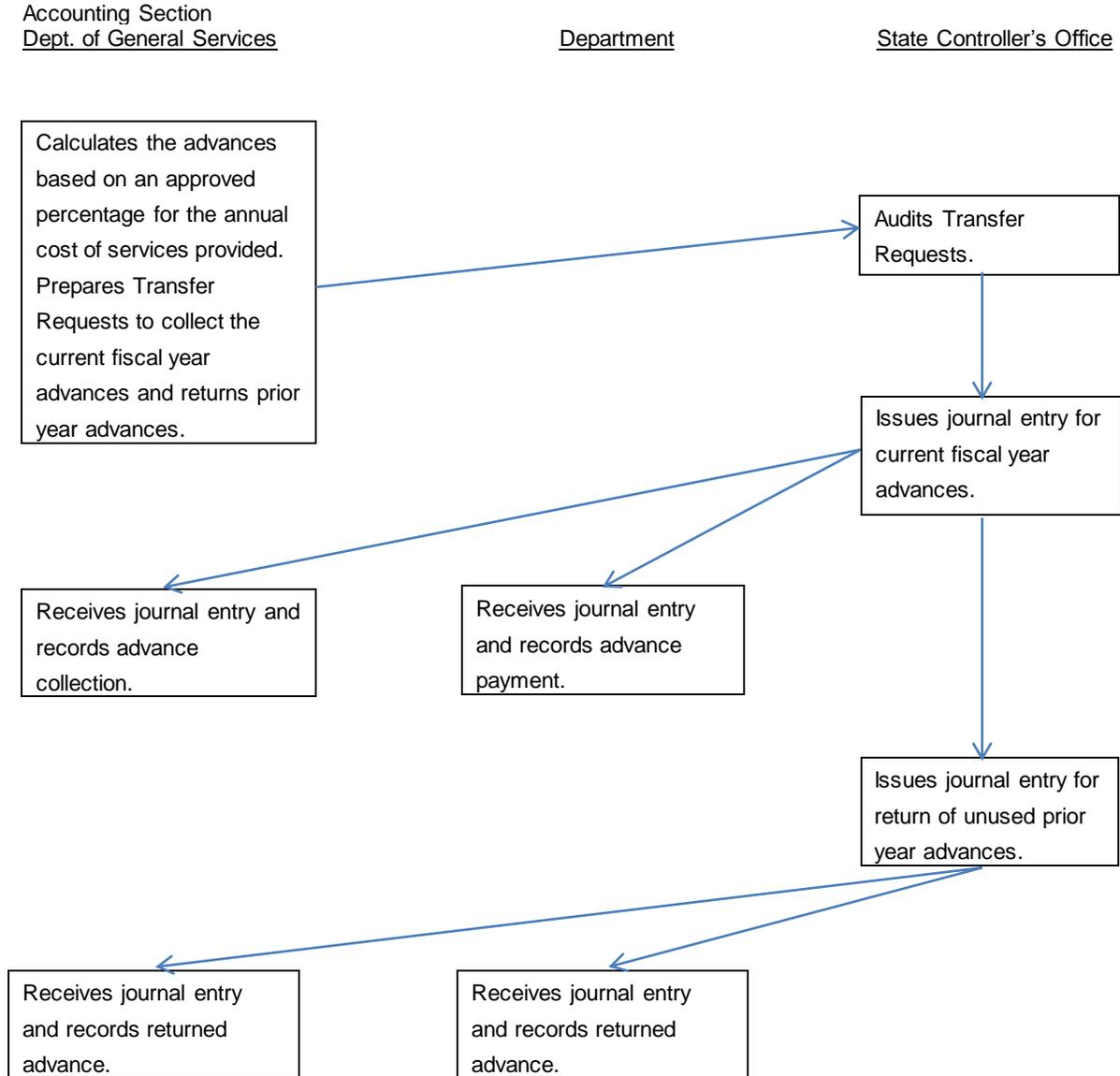
ADVANCES TO THE DEPARTMENT OF GENERAL SERVICES FOR SERVICES PROVIDED 8471 (Revised 09/13 and renumbered from 8471.1)

Departments using services provided by the Department of General Services (DGS) will make advances from their operating funds and appropriations to assist in financing these services. DGS will calculate the advance amount based on an approved percentage of the annual cost of services rendered to departments. (See Government Code sections 11256 - 11263, 11290, and 11370.4). No advances or portions thereof will be returned until the following fiscal year budget has been passed and all prior year's invoices have been paid.

The normal flow of transactions for advances to the DGS is shown in the 8471 Illustration.

ADVANCES TO THE DEPARTMENT OF GENERAL SERVICES FOR SERVICES PROVIDED

NORMAL FLOW OF TRANSACTIONS



RECORDING ADVANCES

8471.1

(Revised 12/13 and renumbered from 8471.23)

When the State Controller's Office (SCO) issues the journal entry, Notice of Reserved Appropriation Advance, for the advance, it will be recorded as of the SCO's date on the journal entry. Departments will keep a subsidiary file by fund, agency, and appropriation to record the amount of the original advance and the subsequent return of the advance. No advances or portion thereof will be returned until the following fiscal year's budget has passed and all prior year's invoices have been paid. Departments may submit a request to DGS to reduce or return the advance for year-end cash flow problems.

SAM—DISBURSEMENTS

ELECTRONIC FUND TRANSFER FOR DEPARTMENT OF GENERAL SERVICES' INVOICES 8471.2

(Revised 09/13 and renumbered from 8471.13)

DGS has implemented the Electronic Fund Transfer (EFT) system to streamline the payment of invoices and to eliminate the need for departments to prepare and submit claim schedules to SCO.

Under the EFT system, DGS continues to produce individual invoices for services and products provided to departments. The Notices of EFT are compiled into one electronic file by the end of the month and submitted to the SCO on the 2nd workday of the following month for processing. Approximately 8 working days are required by the SCO to process the EFT requests and to post the journal entries.

A copy of the individual invoices is available to view and print on the DGS-OFS website by the 5th calendar day of the following month at: www.ofs.dgs.ca.gov.

An access account is needed to retrieve this information. To set up an access account, the departments will need to contact: SRFFiscalServices@dgs.ca.gov.

For information regarding the EFT program contact:

Department of General Services
Office of Fiscal Services - SRF
707 Third Street, 10th Floor
West Sacramento, CA 95605

FAX: (916) 376-5165

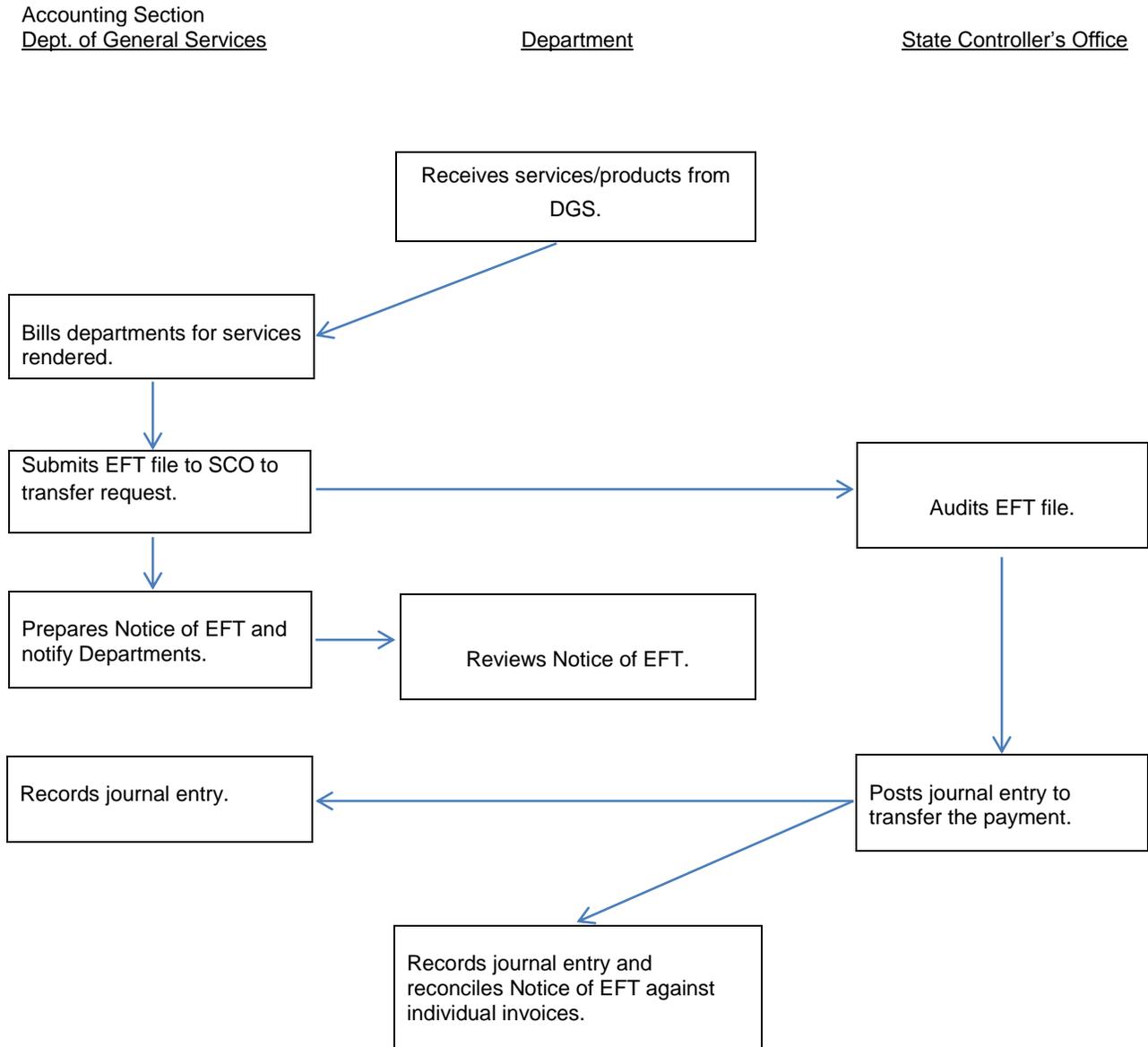
E-Mail: SRFFiscalServices@dgs.ca.gov

The normal flow of transactions for the EFT System is provided in 8471.2 Illustration.

(Revised 12/13)

ELECTRONIC FUND TRANSFER (EFT) FOR
DEPARTMENT OF GENERAL SERVICES' INVOICES

NORMAL FLOW OF TRANSACTIONS



Note: If any department discovers an invoice discrepancy, the department should notify Department of General Services who will issue an adjustment or credit that will automatically be recorded in the following EFT.

SAM—DISBURSEMENTS

RECORDING STATE CONTROLLER'S DOCUMENTS FOR ELECTRONIC FUND TRANSFER 8471.3

(Revised 12/13 and renumbered from 8471.45)

The SCO will issue a Notice of Transfer journal entry for the DGS charges received via the EFT; departments will record the transaction as of the SCO's date on the journal entry. This EFT transaction transfers money from the departments' appropriation to DGS.