

SAM—OFFICE REVOLVING FUNDS

DISCOUNT INVOICES

8113

(Revised 3/13)

Invoices will be paid by revolving fund checks when all of the following conditions apply: 1) The discount percentage is at least one-half of one percent with a minimum amount of \$5.2) The discount period is too short to permit payment by State Controller's Office (SCO) warrant.

If time permits, state departments should always submit claims to the SCO for payment by warrant. The SCO's processing time is within 15 days of receipt of a valid and correct claim schedule, not exceeding 45 days from the state department's receipt date to avoid late payment penalty fees (see SAM section 8474 for further information). State departments may request the SCO to expedite a claim schedule based on their interagency agreement with the SCO.

Daily issuance of revolving fund checks to pay discounted invoices often results in the issuance of several revolving fund checks to the same vendor in the same day or week. To streamline the process, state departments should accumulate discounted invoices and pay weekly, or less frequently than daily, without losing cash discounts. This may be accomplished by filing such invoices alphabetically by vendor name and paying them at scheduled intervals, such as vendors A–F on Monday, G–L on Tuesday, etc. See SAM Section 8422.1 and 8422.1 for additional information.