

**SAM—DISBURSEMENTS**

**REMITTANCE ADVICE ENVELOPE, STD. FORM 403**  
(Revised 9/96)

**8422.4**

A Remittance Advice Envelope, Form STD. 403, will accompany each claim schedule submitted by the agency. The envelope will be attached to the back of the claim schedule by a string tied securely with a bow. The Remittance Advice Envelope is obtainable from Central Stores, Office of Procurement. The envelope will be addressed by the agency to its accounting office to which it is to be returned. If the agency wishes the envelope routed to other than the accounting office, the envelope should be so addressed. These envelopes will be returned periodically by the Office of the State Controller, by mail to agencies located away from the Sacramento local area. Envelopes returned to the agencies will be reused with subsequent claim schedules.