

SAM—DISBURSEMENTS

PROCESSING BY AGENCY

8472.4

(Revised and Renumbered 8/70)

Agencies will review the Office of State Printing's journal entry request and supporting invoices in the same manner in which it reviews other invoices. However, agencies will not prepare claims for submission of these invoices to the State Controller's Office nor will they account these expenditures until the State Controller's Journal Entry is received.

If the agency finds any errors or believes any invoice should not have been paid because of non-receipt of services or supplies, excessive cost, or another valid reason, it will negotiate directly with the Office of State Printing for adjustment. Adjustments can be made by either of the following methods:

- The agency may let the journal entry stand and ask the Office of State Printing to make the adjustments agreed upon by issuing a credit memorandum in a subsequent request from the same appropriation.
- The agency may request the State Controller's Office to make a reversing entry in the amount under question pending its settlement of differences with the Office of State Printing. After agreement is reached as to the amount to be paid, a request for journal entry in such amount will be presented to the State Controller's Office in the usual manner by the Office of State Printing.