

SAM—TRANSPORTATION MANAGEMENT

AUDIT AND APPROVAL FOR PAYMENT OF CARRIER'S FREIGHT BILL

3825

(Revised 03/07)

Instruct all carriers performing household moves under Part II of Moving Service Authorization, [STD. 255](#), and the State's Uniform Tender of Services and Rates to submit their freight bills directly to the DGS Transportation Management Unit. After analysis and audit, the freight bills will be forwarded to the agency accounting office for prompt scheduling to the [State Controller's Office](#).

Each invoice or expense claim submitted for payment must be accompanied by a certification signed by you which states:

"I hereby agree to notify my agency of and pay transportation and related charges on any items prohibited by California Code of Regulations, Title 2, Section 599.718, as well as charges which exceed the limits stated in Section 599.719. I understand and agree that such charges may be deducted in full from any and all funds payable by the State to me, including any salary warrant(s) issued to me by the State Controller's Office.

State Employee (Signature)

This statement must be contained on one of the following:

1. The Moving Service Authorization, STD. 255.
2. The invoice or claim.
3. As a separate statement.