

SAM - DISBURSEMENTS

FREIGHT AND TRANSPORTATION INVOICES

8422.101

(Revised 06/2008)

Except as provided in SAM Section [3852](#), all freight and transportation invoices will be submitted to the Department of General Services ([DGS](#)), Transportation Management Unit for approval prior to being scheduled for payment. See SAM Section [3851](#) for the required documents to be submitted to the DGS, Transportation Management Unit for approval.

Invoices from a motor carrier containing an assignment of interest to a third party will be scheduled for payment payable to the motor carrier. If requested in writing by the carrier, departments will prepare the remittance advice in the name of the carrier, in care of the third party, who will negotiate the warrants on the basis of its power of attorney from the motor carrier.

Refer to SAM Section [3574.5](#) for applicability of sales and use taxes on transportation charges which are separately stated on vendor invoices.