

SAM – OFFICE REVOLVING FUNDS

PAYEE DATA

8112.3

(Revised 3/2013)

A vendor must complete the Payee Data Record, [STD. 204](#), before payment is issued by the state department. The properly completed STD. 204 will provide, among other data, the vendor's taxpayer identification number and will be used to determine whether the payment(s) to the vendor is reportable (refer to SAM Section [8422.19](#) and [8422.190](#)). The STD. 204 will be retained on file by the state department business services or accounting offices as determined by each state department policy.