

APPEAL BOARD CLAIMS – ADMINISTRATIVE PROCESS

This form must be used when submitting claims for outdated invoices to the Department of Administrative Services (DAS), if the following conditions exist:

- Claim is for an outdated invoice from a previous closed fiscal year, and the amount of the reversion is sufficient to pay the claim, (including Relocation and Educational Assistance claims) or,
- Claim is NOT for a payroll related expense.

Department Contact: _____

FY of Expense: _____

Document Type: _____

TO BE PAID BY: *(check one)* **APPEAL BOARD** **DEPARTMENT** **OTHER FUNDING** _____

	Document Number	Vendor Name	Final Date Service/Goods Received	Fund	Dept	Unit	Appr	Amount
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Total \$ _____

- When the claim is for the previous closed fiscal year, and the funding for it was from the General Fund of the State (fund 0001), the claim must be completed and on-lined with the following account code 0001-532-0020-objt. The object is the object code normally used for the expense.
- The administration form must contain the department's coding and appropriation in which the claim would normally have paid.
- Claims being paid from different departments cannot be placed on the same document.
- If a claim is part reverted funds and part other funding sources, prepare two documents, or prepare 1 document and the appropriate JV1N/JV1R.
- Administrative Appeal Board "R" documents must be submitted with this Administrative Process Form.
- Policy 260.250