

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	235.150	1 of 1	July 1, 2003 Revised 6/24/19
Subject	YEAR-END PROCEDURES IDENTIFYING AND WORKING WITH LATE VENDORS		

It is important that habitually late vendors are identified and departments work with them to ensure all previous fiscal year claims are received and processed by the last working day of August.

Each department shall notify their vendors. Below is a sample flyer for your use.

TO: Vendors Doing Business with the State of Iowa

FROM: *(Your Department)*

SUBJECT: Submission of Invoices to the State of Iowa



Each year the State of Iowa prepares a Comprehensive Annual Financial Report (CAFR) that is in conformance with Generally Accepted Accounting Principles (GAAP). To be of value to all interested parties, this report must be produced and audited soon after the close of the budget fiscal year. The fiscal year for the state ends June 30.

To assist the state in closing the budget fiscal year, we request that goods and services furnished to the state by June 30 be invoiced to the appropriate department as soon as practical after delivery or performance, with a target date no later than July 31, 20XX (*current year*).

Prompt presentation of your invoice will allow departments to expedite payments to you and allow the state to close the fiscal year in a timely manner.

Thank you for your cooperation in this matter.