

## Department of Administrative Services - State Accounting Enterprise

<b>Section</b>	<b>Procedure Number</b>	<b>Page Number</b>	<b>Effective Date</b>
PRE-AUDIT	270.150	1 of 1	July 1, 2003 Revised 6/1/04
<b>Subject</b>	PROCESSING CORRECTION OF DOCUMENTS PRE-AUDITED BY DAS-SAE-DAILY PROCESSING		

1. Documents to be pre-audited that are submitted to the Department of Administrative Services-State Accounting Enterprise-Daily Processing (DAS-SAE) for payment may require corrections of the amount for a variety of reasons.
2. Arithmetic errors, missing receipts and documentation, items needing clarification, and not conforming to statewide or departmental rules are the major reasons for corrections.
3. If a document, which has been submitted to DAS-SAE-Daily Processing for pre-auditing and payment, requires alterations, SAE-Daily Processing auditor will contact the issuing department to determine the best way to handle the claim.
4. Documents that are pre-audited by DAS-SAE-Daily Processing are: Foreign Travel, Outdated Warrants, Relocation/Moving, Educational Assistance, Settlements, and Appeal Board.