## **Department of Administrative Services - State Accounting Enterprise**

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.201	1 of 1	July 1, 2003
			Revised 6/1/04
Subject	PROCE	SSING	
	REJECTION OF	DOCUMENTS	

- 1. Documents are rejected for further processing for a number of reasons. The reject form will specify the reason the document has been returned.
- 2. Rejects may be resolved in three different ways. The document may be returned to the department, the department may be called, or the problem may be solved through an email message and departmental response.
- 3. The document will be returned to the department if the department does not want to use email, or if it is impossible to solve the reject through email, or a phone call.
- 4. When the document is returned to the department for further processing, a "Reject Form" will be attached to the claim. The reject form will specify the reason the document has been returned and will cite the corrective action necessary before the document may be paid.
- 5. After the appropriate action has been taken by the department, the document should be approved on I/3 by the department and resubmitted to DAS-SAE-Daily Processing. **THE REJECT FORM SHOULD REMAIN ATTACHED TO THE DOCUMENT AT ALL TIMES.**
- 6. For an example of the "Reject Form" used by DAS-SAE-Daily Processing, see below.
- 7. For email rejects, see Procedure 270.200, 2b, 1-4.

PLEASE LEAVE ATTACHED TO CLAIM			
Date	Department	Dept.#	
We are returning t	he following vouchers for the reasons indic	cated below:	
Document Type	Document ID	Amount	
ALL CORREC	CTIONS MUST BE MADE ON THE CLA	AIM AND ALSO ON I/3	
Unable to locat	te on I/3		
☐ Vendor Count	does not agree with I/3		
Supply Separat	e Cover Sheet for each claim		
Not in SAE we	orkflow		
☐ I/3 rejected bac	k to draft status		
Rejected per de	epartment request		
Dollar amount	does not agree with I/3		
Fiscal year on	claim does not agree with I/3		
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