

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.300	1 of 1	July 1, 2003 Revised 7/1/11
<b>Subject</b>	PROCESSING MULTIPLE VENDOR DOCUMENTS		

1. A multiple vendor document is a document with as few as two vendors or as many as 15 vendors.
2. When using multiple vendor documents, it is important to remember:
  - a. Only payments with the same transaction code can be in the same multiple vendor document, e.g. GAXs, TPs, etc.
  - b. The 1/3 pdf document is to be stapled on the top of the document with page 1 on top.
  - c. Vendors within a multiple vendor document must be for the same fiscal year.
  - d. Vendors in a multiple vendor document may be paid from different funds. However, if a fund has no money available and payments for this fund are on the same document for other funds, the vendor payment line will be held until funds become available.
  - e. Vendors within a multiple vendor document must be for the same department, using the same department number.