

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.250	1 of 1	January 1, 2012 Revised 7/1/19
Subject	ACCOUNTING TRANSACTIONS PAYMENT REQUEST COMMODITY (PRC)		

1. The Payment Request Commodity (PRC) document is used to release encumbrances and/or to make payments for items (goods) and services purchased on a Purchase Order document (PO, DO, CT, SC). Since spend analysis commodity information is not captured on a GAX, the PRC is the only authorized method of payment.
2. All PRCs created for the issuance of a warrant must be on-lined, pre-audited, and department approvals must be applied to the document in I/3.
3. See Iowa Administrative Rules, Section 11, Chapters 117-120 for Competitive Procurement guidelines to follow relating to the purchasing process. The Iowa Administrative Rules are located on the DAS website: <https://das.iowa.gov/procurement/agencies/administrative-rules>
4. For further instructions see the DAS-SAS ECM Manual at this link: <https://sites.google.com/a/iowa.gov/i-3-integrated-information-for-iowa/?pli=1>