

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	204.200	2 of 2	July 1, 2003 Revised 7/1/11
Subject	GENERAL PROVISIONS ORIGINAL INVOICE		

7. Credit card receipts may be used for payment or reimbursement of expenses if the receipt contains all of the detailed information included on the usual customer receipt/invoice for that type of purchase. The detailed original receipt/invoice will be required if these criteria cannot be met. Specific examples of acceptable credit card receipts would be the type you receive at Menard's, Target, Wal-Mart, K-Mart, etc., which includes a detailed description of each item purchased.
8. A state department shall not impose additional or different requirements on submission of invoices other than those contained in this manual unless DAS-SAE-Daily Processing exempts (in writing) that department from these invoice requirements.
See Procedures 202.000 and 204.400, 5.
9. If the claimant submits a "generic invoice" (no letterhead, company name, company address), the invoice must be signed and dated in ink, by the claimant.
10. When an invoice has been altered and the alteration increases the amount the state will pay, the change must be signed and dated by the vendor.