

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	230.750	1 of 1	July 1, 2003 Revised 6/1/04
Subject	PAYMENT POLICIES CO-LOCATION PAYMENTS		

1. Co-location payments with other state departments
 - a. When the situation exists where two state departments (or more) are co-located in the same office building and share expenses, one department should pay the entire expense.
 - b. That department should in turn bill the other department, as explained in 1(c). The bill should include a photocopy of the original invoice, a statement as to each department's percentage of participation and a reference (document number and date processed) to the claim that includes the original invoice.
 - c. A Journal Voucher (JV1) should be prepared by the original department. The document should be completed with the original department's appropriate accounting information, and then sent, along with the above-mentioned documentation to the second department. That department should complete the JV1 document with their proper accounting information and on-line the document.
 - d. The JV1 document must include the claim number and processed date of the original claim that is being corrected.
 - e. The JV1 document should be forwarded, with the proper supporting documentation to DAS-SAE-Daily Processing where processing will be completed.
2. Co-location payment within a state department is the same process as detailed in (1) above.
3. Co-location payments with outside sources
 - a. When the bill is originally paid by an outside source (example: county), the outside source should bill the state department for their share of the billing. The bill may be an original invoice from the outside source, or a General Accounting Expenditure (GAX), which is signed and dated, including title of the person signing the claim, by the outside source.
 - b. Whichever method of payment is used, an original invoice or a signed GAX, the participation percentage should be included on the invoice/payment voucher.