Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	260.400	1 of 1	July 1, 2003
			Revised 5/18/17
Subject CENTRAL SERVICES			
ATTORNEY GENERAL			

- The Attorney General's Office is authorized to charge certain departments for services
 performed by the Attorney General's Staff. Authorization is given annually by the legislature in
 the appropriations bill.
- 2. Each month, the Attorney General forwards an invoice (with supporting documentation such as copies of payroll journals, travel claims, etc.) to departments which utilized the services of the Attorney General. See below for an example of the invoice.
- 3. This invoice should be paid on an IET document. Accounting information is provided on the invoice. For more information on the completion of the IET, see Procedure 280.301.
- 4. Any questions or problems concerning the actual billing charges should be referred to the Attorney General's Office, (515) 281-0853. Any questions or problems regarding the actual transfer or the accounting portion should be referred to the DAS-SAE-Daily Processing.

IOWA ATTORNEY GENERAL'S OFFICE HOOVER STATE OFFICE BLDG – 2ND FL DES MOINES, IOWA 50319-0141

Invoice Date: 05/18/2017

Buyer: Department of Agriculture and Land Stewardship

Grain Indemnity Fund Wallace Building Attn: John Doe

Seller: Iowa Attorney General's Office

Hoover State Office Bldg – 2nd Fl Des Moines, IA 50319-0141

Services For: Assistant Attorneys General

Period of Service: April SFY 17

Please use the following accounting information for (IET) transfer/payment:

Document Number Account Coding Description Amount

Fund Agency Unit Sub Unit Rev Source

112AG050217039 0001 112 2300 0302 \$5,000.00

Please direct billing questions to Vicki Bahe at (515) 281-0853.