

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.250	1 of 1	January 1, 2012
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 PRC's (printed paper document and invoice information) submitted to DAS-SAE 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>