

ADMINISTRATIVE ADJUSTMENTS CHECKLIST

Please check each of the following items when the criteria have been met.

___ Using the AFIS Document Catalogue, verify the Reference Document is encumbered and appears with the correct Budget Fiscal Year (BFY) on the AFIS system. Verify the encumbrance has sufficient funds available for the amount being paid.

___ Verify the transaction contains the appropriate Document Code & Event Type and the BFY is correct on the AFIS system.

___ Using the VCUST table, verify the vendor/customer number and Address ID is correct and corresponds with the vendor name and remittance information on the invoice.

___ **Required Documentation:** Retain supporting documentation by attaching electronically to the Transfer, GAX, PRC document or in hard copy:

- If the goods and/or services were received after June 30th, attach a copy of the Admin Adjust Request form approved by the Department of Administration.
- Copy of invoice(s), encumbrance and/or purchase order.
- Copies of documents that support the time frame during which the goods were received or services rendered. A few examples of documents accepted: labor or work orders, packing slip/receiver, bill of lading, Fed-Ex and/or UPS print-out.
- If a credit is applied to an invoice or invoices, please provide a copy of the credit memo
- If the amount being paid on the claim is different from the amount listed on the invoice, a notation on the invoice or a memo is needed to explain the difference.
- Include copies of any correspondence, memos, e-mails, letters or an explanation that could be helpful with the analysis of the claim.

Note: If the supporting documentation is not self-explanatory, please notate or attach a detailed explanation.

Print Name of Preparer: _____ Telephone #: _____

Signature of Preparer: _____ Date: _____