

PAYEE DATA RECORD (STD. 204)

2673

(May 2005)

A completed [Payee Data Record \(STD. 204\)](#) must be obtained from a supplier prior to executing a purchase document whenever a [purchaser](#) engages in an activity leading to a payment to an entity other than a government entity. In accordance with SAM section 8112.3 and 8422.190 the completed STD. 204 must be provided to [unit finance with the purchase documents](#).

LPA CONTRACTS AND STD. 204

2673.1

(May 2005)

Leveraged Procurement Agreement (LPA) contracts such as CMAS require the supplier to complete a STD. 204 as part of the completed contract that is available from the Contractor. It is the [purchaser's](#) responsibility when obtaining a copy of a supplier's LPA contract to ensure a completed STD. 204 is included. If not, then the [purchaser](#) must obtain a completed STD. 204 from the supplier.

STD. 204 ON FILE PRIOR TO ANY PAYMENTS

2673.2

(May 2005)

Regardless of the procurement approach (competitive, NCB, LPA, etc.) or payment method (invoice payment, advance payment or progress payment, etc.) the department's accounting office must obtain a completed STD. 204 prior to releasing any payments. [In CAL FIRE, purchasers must provide the STD. 204 with their purchase documents to their Unit Finance. When it does not accompany the payment request to DAO, the payment is held and Unit Finance is notified to provide the STD. 204.](#)

COMPLIANCE REQUIREMENT

2673.3

(May 2005)

[In CAL FIRE, the DAO retains the official copy of all completed STD. 204s. In addition, the department recommends that purchasers retain a 204 package also. The files are readily available for review. Purchasers must include a statement within each procurement file identifying that a completed STD. 204 has been obtained and resides in the DAO.](#)

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)