

AUDIT OF FREIGHT INVOICES/CHARGES
-ADMINISTRATIVE UNITS
(1987)

3647

Purpose/Use: Audit freight invoices/charges.

Reference/Authority: Accounting Procedures Handbook, Section 3655;
SAM Section 1233, 3574.5, 3800.2, 3800.3, 3851.1, 3851.2,
3880.2, 8422.1, 8422.101.

Source: Vendor

Forms/Related Documents: CALSTARS Report T#CSTARX01;
Subpurchase/Contract Delegation Order, AO-40;
Vendor's Invoice.

Due date(s): Upon receipt

Distribution: Original plus 1 copy - to DAO; 1 copy - originating unit file.

Freight Invoices:

- Pull original purchase document for items shipped, from file.
 - Determine that conditions of shipping are as agreed, and that invoice is due and payable by CDF.
 - Write original purchase document number on all copies of invoice.
 - Write CALSTARS codes and amount to be paid on invoice.
- Get CALSTARS vendor number from CALSTARS report X01 and write it on the top of the invoice in red.
- Make two photocopies of invoice.
 - Distribute as shown above.

Freight charges added to Subpurchase/Contract Delegation Order, (AO-40s):

- If charges exceed \$25.00, a copy of the bill must be attached to AO-40.
- Distribute per Accounting Procedures Handbook, Section 3655.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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

[\(see Table of Contents\)](#)