

AUDIT OF GENERAL SERVICES ADMINISTRATIVE (GSA) INVOICES

(No. 13 October 1991)

3650

Purpose/Use: Audit GSA Invoices.

Reference/Authority: Accounting Procedures Handbook, Sections 3655, 3683 and 3689;
Material Management Procedures Handbook.

Source: Federal General Services Administration.

Forms/Related Documents: Authorization to Exceed Monetary Limits, GSOP-42;
Multiuse Standard Requisition, STD 344;
Single Line Item Billing Register, GSA 952;
Statement, Voucher and Schedule of Withdrawals and Credits, GSA 789-9;
Subpurchase/Contract Delegation Order, AO-40.

Due Date(s): Upon receipt.

Distribution: See procedures.

CDF purchases equipment and supplies from General Services Administration's Federal Supply Service as a cooperating agency with the U.S. Forest Service. The ordering administrative unit will prepare a Multiuse Standard Requisition (STD 344) per Material Management Procedures Handbook and forward a copy to unit finance, or DAO-Claims when appropriate. When equipment and supplies are received, ordering unit will prepare a Subpurchase/Contract Delegation Order (AO-40) and forward it with three copies of the Statement, Voucher and Schedule of Withdrawals and Credits (GSA 789-9) and two copies of the Single Line Item Billing Register (GSA 952) to unit finance, or DAO-Claims when appropriate, who will:

- Audit as per Accounting Procedures Handbook, Section 3655, and:
 - Determine that remittance address is correct on all documents.
 - Determine that total amount due is the same on both STD 952 and AO-40. If not, adjust AO-40.
 - Forward all AO-40s in excess of \$4,999.99, with attachments, to unit Material or Business Services for acquisition of an Authorization to Exceed Monetary Limits (GSOP 42).
- Place copy of AO-40 in pending file until original is returned with GSOP 42.
 - Attach three copies of GSA-789-9 and two of GSA 952 to original and first copy of AO-40 and forward AO-40 to DAO-Claims.

DAO-Claims

- Attach one copy each of GSA 789-9 and GSA 952 to original and first copy of AO-40.
 - Fold third copy of GSA 789-9 to warrant size, stamp "Please-send-with-warrant" and attach to bottom of copy of AO-40.
- Prepare claims schedule as per Accounting Procedures Handbook, Section 3689.

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

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