

AUDIT OF TELEPHONE AND UTILITY INVOICES
(No. 13 October 1991)

3656

Purpose/Use: Audit invoices for telephone and utility services.

Reference/Authority: Accounting Procedures Handbook, Section 3663, 3664, 3668, 3671, 3673, 3674, 3675, 3690, 3761, 3762, and 3766; SAM §8422.1, 8422.106, and 8422.3.

Source: Vendor.

Forms/Related Documents: AFAS Vendor Report-History Payment Record.
CALSTARS Alphabetic Listing of Vendor Edit Table, T#CSTARX01;
Invoice;
Multipurpose Posting Document, AO-25;
Posting Tag, AO-225;
Request for Payment Information, AO-57;

Due Date(s): On receipt.

Distribution: See procedures.

Date stamp invoices on receipt.

If CDF is not shown, stamp invoice with "Department of Forestry and Fire Protection" stamp.

Determine that previous balance is amount of prior month's billing only and that it has been processed for payment. If in doubt:

- Research AFAS Vendor Report-History Payment Record (see Accounting Procedures Handbook, Sections 3674 and 3761 or suspense and permanent files.
 - EXCEPTION: DAO-Claims, research CALSTARS Vendor Payment shadow file. See Accounting Procedures Handbook, Section 3675.
 - Contact unit where service is provided.

- Contact vendor.
- Administrative units: Prepare a Request for Payment Information (AO-57) and forward to DAO-Claims.

Line out previous balance, surcharges, and taxes, if any, and deduct from balance due.

Prepare three sets of invoices with attachments. EXCEPTION: DAO-Claims:

Prepare only two sets for all except Index 9411.

- Write appropriate CALSTARS codes on front of each invoice. See Accounting Procedures Handbook, Section 3762.
 - Determine that amounts charged to each code equal total amount due.
 - ADDITIONAL: DAO-Claims, verify that CALSTARS codes are correct. Prepare Posting Tag (AO-225) or Multipurpose Posting Document (AO-25) depending on number of posting lines, and/or invoices available. See Accounting Procedures Handbook, Sections 3668 and 3671. Staple AO-225 and/or AO-25 to duplicate invoices when preparing claims schedule.
- Obtain CALSTARS Vendor number from Alphabetic Listing of Vendor Edit Table (T#CSTARX01) and write it on top of invoice, in red.
 - EXCEPTION: DAO-Claims: Write vendor number in space provided, if AO-225 or AO-25 used.
 - If vendor is not listed on T#CSTARX01, see Accounting Procedures Handbook, Sections 3663 and 3664.
- Assign a document number per numbering schematic, Accounting Procedures Handbook, Section 3766 and write it on invoice.
- If a remittance statement was provided by the vendor, paper clip it to bottom of original invoice.
 - If no remittance statement was provided, photocopy invoice, fold if necessary to size of warrant, stamp "Please-send-with-warrant," and paper clip to bottom of original invoice.

Administrative units: Forward original and duplicate of invoice, with attachments, to DAO-Claims. Place third copy of invoice with attachments in file.

DAO-Claims: If Index code is 9411 forward third copy of invoice with attachments to DAO Fiscal Management desk.

- Prepare claims schedule per Accounting Procedures Handbook, Section 3690.

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

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