



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

October 2, 2009

## GENERAL LETTER NO. 23-K-AP-4

ISSUED BY: Bureau of Purchasing, Payments, and Receipts,  
Division of Fiscal Management

SUBJECT: Management Manual, Title 23, Chapter K, Appendix, **PROCUREMENT APPENDIX**, page 6, revised; and the following form:

GAX *General Accounting Expenditure*, revised

### Summary

This appendix is revised to reflect the change from "Org" to "Unit" and "Sub Org" to "Sub Unit" on the GAX, *General Accounting Expenditure*.

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Management Manual, Title 23, Chapter K, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
GAX	2/08
6	August 1, 2008

### Additional Information

Refer questions about this general letter to your facility superintendent, service area manager, or regional collections administrator.



**Received:** Enter the number of units or quantity received.

**Description:** Enter information describing the type of goods purchased.

**Unit Price:** Enter the unit cost.

**Total Price:** Enter the total amount to be paid for the item.

**EFT Ind:** Mark "Y" if vendor has requested direct deposit.

**Document Total:** Enter the total of the claim.

**Claimant's Certification:** If no original invoice is attached, obtain the original signature of the vendor, title, and date.

**Fund:** Enter the assigned four-digit fund number.

**Agcy:** Enter the assigned three-digit agency number.

**Unit:** Enter the assigned four-digit organization code.

**Objt:** Enter the applicable four-digit object code.

**Amount:** Enter the dollar amount associated with the particular object code.

**Lines 02-14:** Repeat the above information for each additional item to be paid on this claim.

**Document Total:** Enter the total amount of the claim.