

CHAPTER 24
PAYMENT OF INVOICES
REVISED SEPTEMBER 2020
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CHAPTER 24

PAYMENT OF INVOICES

1. PURPOSE. This chapter details the rules and policies governing the payment of invoices for commodities and services.

2. AUTHORITY. The State Controller's Office (SCO) authorizes the disbursement of funds as payment for commodities and services in accordance with the State Administrative Manual Section 8400. Government Code Section 927, Prompt Payment Act, requires departments to pay undisputed invoices within 45 days of their initial receipt or automatically calculate and pay the appropriate late payment penalties.

3. POLICY.
 - a. The Department shall comply with the aforementioned authority and take advantage of discounts when offered and paid within specific terms (e.g., vehicle purchase).
 - b. Except where noted below, commands shall ensure contracts, and other authorizing documents, contain language that specifically directs all invoices to be delivered directly to the command's billing address, either by mail or hand-delivered.

NOTE: Freight, utility, and telephone invoices are generally mailed by the suppliers directly to the Fiscal Management Section (FMS), Accounts Payable Unit (APU).
 - c. Commands shall not accept e-mailed invoices from suppliers. Commands shall immediately dispute any e-mailed invoices.
 - d. Commands shall upload approved scanned invoices and supporting documents for processing into the Invoice Depot. Refer to the California Highway Patrol (CHP) Intranet site under: Resources, FI\$Cal and Requisitions, FI\$Cal Resources, FI\$Cal Links, Doc Depot. For instructions on delivering scanned documents, see Instructions link in FI\$Cal Resources. Commands shall retain documents for a period of four years after the time of submittal.
 - e. Commands shall establish a system of tracking invoices submitted for payment. A responsible employee shall be designated to ensure every invoice is reviewed and approved by the commander or an authorized designee and to

ensure all invoices are submitted to APU only once. In addition, commands shall establish a system to manage and track contract/purchase funding.

- f. Commands shall not acquire commodities or initiate services before authorizing documents are fully executed.
- g. The FMS shall notify Divisions of their commands that routinely fail to process invoices in a timely manner.
- h. Commands shall not state or promise a specific payment date to a supplier.

4. INSTRUCTIONS FOR PROCESSING INVOICES.

- a. Process Steps. Invoice processing includes the following steps:
 - (1) Date-stamp the invoice upon receipt.
 - (2) Audit the invoice for irregularities.
 - (3) Approve the invoice for payment or dispute.
 - (4) Receive and create a Financial Information System for California (FI\$Cal) receipt ID number for a purchase order (PO)-related invoice.
 - (5) Upload the approved invoice and supporting documents.
 - (6) Schedule the invoice for payment.
- b. Date-Stamping Invoices. To establish the received date of each invoice, commands shall date-stamp all invoices immediately upon receipt. The received date will be needed if the invoice is not paid or properly disputed within the specified time period and the supplier is entitled to an “interest penalty payment.”
- c. Auditing Invoices. Commands shall ensure that each invoice conforms to the following requirements:
 - (1) Invoices shall be billed to the “California Highway Patrol” not “CHP”. When an invoice arrives with CHP as the billed entity, commands shall change it to California Highway Patrol and notify the supplier to adjust their records for future billings. If neither California Highway Patrol nor CHP appears on the invoice, commands shall dispute the invoice and request a corrected invoice from the supplier.
 - (2) When an invoice lacks the supplier’s name and address, commands shall dispute the invoice and request a corrected invoice from the supplier.

(3) When an invoice lacks the reference document number authorizing the expenditure (e.g., PO number, contract number, or X Number), commands shall add the information to the invoice.

(4) Commands shall not use correction tape or similar products when making adjustments to invoices. Instead, commands shall strike out the incorrect information and write the correct details nearby.

(5) To avoid a dispute, suppliers shall ensure invoices are properly itemized in accordance with the contract agreement before a payment can be made. A properly itemized invoice may include:

(a) Service period.

(b) Identification of each commodity/service provided.

(c) Unit price, quantity, and description for each commodity/item.

(d) Hourly cost and number of hours for each service.

(e) Applicable taxes based on the delivery location.

(f) Shipping and installation charges, when appropriate.

(g) Carrier name and point of origin (when the Department is responsible for freight charges).

(h) List of attendees and purpose of the meeting (when the invoice is for a room rental).

(i) The CHP vehicle number (when the invoice is for an automotive repair).

(j) The CHP vehicle number and license number (when an invoice is for a car wash).

(6) Commands shall ensure invoices are not duplicates by tracking prior submittals to the APU. When a questionable invoice is received, commands shall note "possible duplicate" on the invoice then forward to the FMS.

d. Credit Memos. When credit memos are received, commands shall contact the supplier and request a refund check in the amount of the credit memo. Once the check is received, commands shall forward the check to the FMS, Cashiering Unit, using the CHP 230, Transmittal Record, within three business days of receipt of the

check. Include a copy of the credit memo and provide the purchase document number and/or invoice number.

NOTE: Do not receive or upload credit memos into FI\$Cal.

e. Approving Invoices. Upon the successful audit of an invoice, commands shall approve payment by stamping the invoice with an “Approved for Payment” stamp and adding pertinent details legibly. The stamp shall solicit the following details:

- (1) Commander or designee signature.
- (2) Title/rank and ID number.
- (3) Date of approval.
- (4) FI\$Cal receipt ID number, when applicable.
- (5) Additional approvals may be required on some invoices. Listed below are the different types of invoices and the approving command. The original, date-stamped invoice approved by the command shall be forwarded within three business days to the next appropriate approving command which shall also date-stamp the invoice. The approving command will upload the invoice within five business days. When invoices require approval from two different commands, the final approver shall upload the invoice for processing by the APU.

Type of Invoice	Approving Command
Medical invoices:	
<ul style="list-style-type: none"> • Preemployment examination 	Selection Standards and Examinations Section
<ul style="list-style-type: none"> • Cadet fitness for duty examination 	Professional Training Section
<ul style="list-style-type: none"> • Fitness for duty examination 	Office of Risk Management
<ul style="list-style-type: none"> • Disability retiree reinstatement 	Office of Risk Management
<ul style="list-style-type: none"> • Motorcycle trainee examination 	Academy
Inspection facility maintenance	Facilities Section
Recruitment advertising	Professional Training Section

Type of Invoice	Approving Command
Canine services:	
<ul style="list-style-type: none"> • Veterinary bills for shots and checkups 	Field Support Section
<ul style="list-style-type: none"> • Kennel invoices 	Field Support Section

f. Invoices Requiring Facilities Section Review and Approval. These invoices shall be uploaded into the Facilities Depot. Facilities Section will upload the approved invoice into the Invoice Depot when approved.

g. Submitting Invoices to the Accounts Payable Unit. To ensure prompt payment of invoices, commands shall upload, as a single file, the following items within five business days of receipt of an invoice:

- (1) The approved invoice.
- (2) The original envelope reflecting the postmark date (when a postmark date is posted).
- (3) Copy of PO when applicable (for POs, contract POs, and X Number POs).
- (4) For first time suppliers not associated with a PO, a completed STD. 204, Payee Data Record (refer to Annex A).
- (5) Any supporting documents (e.g., freight bill, packing slip, acknowledgment copies).

h. Scheduling Invoices for Payment. Departments are allowed 30 days from the initial receipt of an invoice to audit, approve, and submit to the SCO for payment. Commands shall audit, approve, and submit invoices to APU within five days so the APU has sufficient time to perform a final audit of the invoice, and submit to the SCO within the 30 days allowed. When commands delay approving invoices, or acknowledging receipt of goods, the likelihood of a late payment is increased.

5. INSTRUCTIONS FOR PROCESSING SHIPMENT RECEIPTS.

a. Business Services Section (BSS), Purchasing Services Unit, e-mails the requisitioning command a copy of the PO.

b. When a shipment is received, commands shall immediately match the received items to the PO. Once an invoice is received, commands shall record the receipt in FI\$Cal to create a receipt ID number.

c. When receiving for “dollar only POs” (bulk fuel, propane, auto parts, contracts, etc.), receive only the subtotal amount (pre-fees and pretax).

NOTE: Commands shall not delay approvals pending complete shipments.

d. When a shipment is received and an item is damaged, commands shall process the receipt as a partial shipment and authorize payment for only those items deemed acceptable.

6. INSTRUCTIONS FOR DISPUTING INVOICES. A “disputed invoice” is an improperly executed invoice or an invoice that requires additional evidence of validity.

a. Valid reasons for disputing an invoice include, but are not limited to, the following:

- (1) Goods/services were not received.
- (2) Services not provided satisfactorily.
- (3) Noncompliance with the contract or purchase document.
- (4) Services are not the responsibility of the Department (e.g., medical invoices for arrested individuals and victims are the responsibility of the county per Government Code 29601-29602).
- (5) Incorrect billing/amount due (i.e., the item price differs from the price shown on the purchase/contract document).
- (6) Partial shipment received if the purchase document specifically indicates that partial shipments will be unacceptable.
- (7) Duplicate invoice for goods/services previously billed.
- (8) Invoice belongs to a department or entity other than the CHP.
- (9) Damaged goods.
- (10) The goods have not passed through quality control testing. The approving command shall notify the supplier, in writing, that the goods have not passed quality control and payment will not be issued until the goods have passed through inspection.

b. To dispute an invoice, commands shall notify the supplier verbally then follow up by issuing a STD. 209, Invoice Dispute Notification, (refer to Annex B) within 15

business days of invoice receipt. Commands shall e-mail a copy of the STD. 209 to the APU at CHPAccountsPayable@chp.ca.gov within five business days.

c. Upon receipt of a corrected invoice, commands shall date-stamp, audit, approve, and forward the invoice to APU along with a copy of the STD. 209.

7. MISCELLANEOUS REQUIREMENTS.

a. Protective Work Clothing Invoices. Commands shall audit and approve weekly invoices as described previously. However, commands shall not submit the invoices for payment until a month-end statement is received by the supplier.

(1) Commands shall date-stamp all month-end statements immediately upon receipt.

(2) Commands shall then match weekly invoices with the month-end statement.

(3) Commands shall verify all items and rates on the weekly invoices are consistent with the provisions of the corresponding contract. When a minor discrepancy exists, commands shall adjust the invoice and proceed with the process. When one or more significant discrepancies exist, commands shall immediately dispute the invoice.

(4) Commands shall create one FI\$Cal receipt ID number for the whole month (do not create receipt ID numbers for weekly invoices). Commands shall scan monthly statements with the matched weekly invoices under one document, then upload to the APU within five business days of receipt of the month-end statement.

(5) Commands shall verify invoices for lost/damaged items. Commands shall not dispute charges for damages due to normal wear and tear. When lost/damaged items are due to employee negligence, commands shall submit a CHP 51, Memorandum, to the FMS, Accounts Receivables Unit, requesting the responsible employee be billed. Commands shall attach a copy of the weekly invoice marked to identify the lost/damaged item, the employee's name, and employee's ID number.

b. Truck Weight Invoices. Commands shall acquaint all scale operators with the following uniform billing procedure and encourage them to submit bills monthly. Suppliers shall provide separate billings for the months of June and July to facilitate fiscal year-end processing.

(1) When vehicles are weighed at privately owned scales, the supplier shall be furnished the following information:

(a) Date vehicle weighed.

(b) Make of vehicle.

(c) The license plate number of the vehicle. In the absence of a license plate number, the engine number, serial number, vehicle identification number, and citation number (if charge is made on citation basis) shall be used.

(2) Suppliers shall bill the state in any of the following ways:

(a) Prepare in duplicate a CHP 298, Invoice of Truck Weights (refer to Annex C). Whenever possible, this method should be encouraged as weight slips are often lost in transfer and the invoice will not agree with the number of weight slips. The supplier must sign the CHP 298 in ink.

(b) Prepare an invoice, in duplicate, on supplier's letterhead, and attach weight slips in duplicate showing the date and vehicle identification number or citation number. The invoice must show the total number of weight slips attached, the charge per weigh, and the total amount of the invoice.

(3) If either method in paragraph 7.b.(1) or 7.b.(2) is used, and weight slips are not attached, the invoice itself must include:

(a) Date each vehicle weighed.

(b) Make of each vehicle weighed.

(c) Vehicle identification number and citation numbers, when applicable.

(d) Charge per vehicle weighed.

(e) Total charges.

(4) The supplier shall forward the invoice (with weight slips attached, when applicable) to the local commander who will date-stamp it and check for accuracy. If correct, the commander or designee will approve the original invoice and upload it for payment.

c. Utility and Telephone Invoices. Commands shall approve the initial invoice for utility and telephone service to validate the service is legitimate. Subsequent

invoices will be paid without individual approvals. When a utility or telephone invoice is erroneously sent directly to the command, the command shall contact the utility company to request the billing address be changed to P.O. Box 942901, Sacramento, CA 94298-2901. Also, the command shall immediately upload it for payment. Commands or Facilities Section, depending on who initiated the service, shall notify APU upon cancellation of service.

d. Monthly Summary Invoices. If monthly statements are submitted, the individual invoices must be attached as backup information for the SCO. Statements must include the supplier's name and address, the date and charge per processing job, description of each job, and the total amount of bill.

e. Safe Deposit Box Rental. To establish a new safe deposit box rental, commands shall submit to APU a completed STD. 204 and a Division-approved CHP 51 with the following information:

- (1) Name and address of the bank/financial institution.
- (2) Amount of the rental.
- (3) Period covered.
- (4) Signature of the commander.

f. Requests for Duplicate Invoices. When requesting a duplicate invoice from a supplier due to loss or misdirection of the original, commands shall ask that the original invoice date be used.

8. SUPPLIER STATEMENTS. Commands shall confirm invoices listed on statements have been received from supplier and uploaded to Invoice Depot for processing. Once verified, commands shall upload the statements into the Invoice Depot, Supplier Statement Documents, for confirmation of processing.

9. INSTRUCTIONS FOR REQUESTING EXPENSE ADVANCES. Before requesting any expense advance, verify if the supplier can invoice after services have been rendered. If they cannot, proceed with the advance request. Expense advances and supporting documents shall be uploaded into the Invoice Depot, Upload Advance Documents. Refer to the CHP Intranet site under: Resources, FI\$Cal and Requisitions, FI\$Cal Resources for instructions on delivering scanned documents.

a. Out-Service Training. Commands shall request training class registration fees by submitting a CHP 51 (refer to Annex D), and a completed STD. 204, to the APU at least four weeks prior to the start of the class. Training fee requests over \$4,999

shall go through BSS, Contract Service Unit, and must be associated with a contract.

(1) Commands shall forward a completed CHP 50A, Evaluation of Out-Service Training, or certification of completion to APU within 15 days from completion of the training. This is required to show attendance and/or completion of the training and allows the Department to replenish the Office Revolving Fund.

(2) Commands shall notify APU using the CHP 51 when employees are unable to attend an out-service training class that has been paid in advance.

NOTE: Commands will be contacted when required documents are not forwarded to the APU.

a. Dues/Memberships. Dues/Memberships shall be processed in accordance with General Order 11.8, Payment of Membership Dues, and forwarded to the APU, along with an STD. 204.

b. Conference Room and Booth Fees. Commands shall request conference room and booth fees by submitting a CHP 51 and an STD. 204 to the APU at least four weeks prior to the date the room is needed. The command shall attach all supporting documents.

10. QUESTIONS/ASSISTANCE. The following units are available to assist commands:

a. Purchase Order and shipment: Purchasing Services Unit, (916) 843-3620.

b. Contract and X Number: Contract Services Unit, (916) 843-3610.

c. Invoicing: Accounts Payable Unit, (916) 843-3540.

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 5/2018)

1	<p>Requirement to Complete the Payee Data Record, STD 204</p> <p>A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.</p> <p>Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).</p>
2	<p>Enter the payee's legal business name. The name must match the name on the payee's tax return as filed with the federal Internal Revenue Service. Sole proprietorships and single member limited liability companies (LLCs) must also include the owner's full name. An individual must list his/her full name as shown on the SSN or as entered on the W-7 form for ITIN.</p> <p>The mailing address should be the address at which the payee chooses to receive correspondence. The business address is the address of the business' physical location.</p>
3	<p>Check only one box that corresponds to the payee business type. Corporations must check the box that identifies the type of corporation.</p> <p>The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by the R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.</p> <p>Payees must provide one of the following TINs on this form: social security number (SSN), individual taxpayer identification number (ITIN), or federal employer identification number (FEIN). The TIN for sole proprietorships, single member LLC (disregarded entities), and individuals is the SSN or ITIN. Only partnerships, estates, trusts, corporations, and LLCs (taxed as partnerships or corporations) will enter their FEIN.</p>
4	<p>Are you a California resident or nonresident?</p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below: Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov</p>
5	Provide the name, title, email address, signature, and telephone number of the individual completing this form. Provide the date the form was completed.
6	This section must be completed by the state agency requesting the STD 204.

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to \$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.

ANNEX B

STD. 209, INVOICE DISPUTE NOTIFICATION

STATE OF CALIFORNIA - DEPARTMENT OF FINANCE INVOICE DISPUTE NOTIFICATION STD. 209 (REV. 7/2008) (CHP automated)													
(Mail in a window envelope.) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">VENDOR ADDRESS</td> <td style="padding: 5px;"> Starr Auto Body 227 Richmond Road Anytown, CA 02271 </td> </tr> </table>	VENDOR ADDRESS	Starr Auto Body 227 Richmond Road Anytown, CA 02271	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">DATE OF DISPUTE</td> <td style="padding: 2px;">03/05/2020</td> </tr> <tr> <td style="padding: 2px;">INVOICE NUMBER</td> <td style="padding: 2px;">035F61</td> </tr> <tr> <td style="padding: 2px;">AMOUNT</td> <td style="padding: 2px;">\$514.00</td> </tr> <tr> <td style="padding: 2px;">INVOICE DATE</td> <td style="padding: 2px;">02/27/2020</td> </tr> <tr> <td style="padding: 2px;">REFERENCE NUMBER(S)</td> <td style="padding: 2px;"></td> </tr> </table>	DATE OF DISPUTE	03/05/2020	INVOICE NUMBER	035F61	AMOUNT	\$514.00	INVOICE DATE	02/27/2020	REFERENCE NUMBER(S)	
VENDOR ADDRESS	Starr Auto Body 227 Richmond Road Anytown, CA 02271												
DATE OF DISPUTE	03/05/2020												
INVOICE NUMBER	035F61												
AMOUNT	\$514.00												
INVOICE DATE	02/27/2020												
REFERENCE NUMBER(S)													
(fold)													
The invoice referenced above is disputed for the following reasons:													
<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Goods/Services not received</td> <td><input type="checkbox"/> Duplicate billing</td> </tr> <tr> <td><input type="checkbox"/> Noncompliance with contract</td> <td><input type="checkbox"/> Invoice belongs to another department</td> </tr> <tr> <td><input type="checkbox"/> Incorrect billing/amount due</td> <td><input type="checkbox"/> Damaged goods</td> </tr> <tr> <td><input type="checkbox"/> Partial shipment received</td> <td><input type="checkbox"/> Invoice not properly executed</td> </tr> <tr> <td colspan="2"><input checked="" type="checkbox"/> Other (Explain the reason for the dispute if not one of the above)</td> </tr> </table>		<input type="checkbox"/> Goods/Services not received	<input type="checkbox"/> Duplicate billing	<input type="checkbox"/> Noncompliance with contract	<input type="checkbox"/> Invoice belongs to another department	<input type="checkbox"/> Incorrect billing/amount due	<input type="checkbox"/> Damaged goods	<input type="checkbox"/> Partial shipment received	<input type="checkbox"/> Invoice not properly executed	<input checked="" type="checkbox"/> Other (Explain the reason for the dispute if not one of the above)			
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<input type="checkbox"/> Partial shipment received	<input type="checkbox"/> Invoice not properly executed												
<input checked="" type="checkbox"/> Other (Explain the reason for the dispute if not one of the above)													
THIS NOTIFICATION IS A FOLLOWUP TO A PHONE CONVERSATION WITH THE PERSON FROM YOUR COMPANY WHOSE NAME APPEARS BELOW													
NAME Samuel Child	DATE OF CONVERSATION 03/03/2020												
IF YOU HAVE ANY QUESTIONS REGARDING THIS DISPUTE, CONTACT:													
NAME Nicholas Older	TELEPHONE NUMBER (333) 333-3333												
E-MAIL (Enter electronic mail address)													
(fold)													
RETURN A COPY OF THIS NOTIFICATION WITH THE CORRECTED INVOICE (IF APPLICABLE)													
(For your convenience, the return address has been positioned for use in a window envelope.)													
RETURN TO: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> California Highway Patrol Accounts Payable Unit Attn: (Your Name) P.O. Box 942901 Sacramento, CA 94298-2901 </td> </tr> </table>	California Highway Patrol Accounts Payable Unit Attn: (Your Name) P.O. Box 942901 Sacramento, CA 94298-2901	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;">FOR STATE AGENCY USE ONLY</th> </tr> <tr> <td style="width: 70%; padding: 5px;">DATE DISPUTE RESOLVED</td> <td style="padding: 5px;">INITIAL</td> </tr> <tr> <td colspan="2" style="padding: 5px;">RESOLUTION</td> </tr> </table>	FOR STATE AGENCY USE ONLY		DATE DISPUTE RESOLVED	INITIAL	RESOLUTION						
California Highway Patrol Accounts Payable Unit Attn: (Your Name) P.O. Box 942901 Sacramento, CA 94298-2901													
FOR STATE AGENCY USE ONLY													
DATE DISPUTE RESOLVED	INITIAL												
RESOLUTION													
DISTRIBUTION: Vendor - original and one copy Purchasing - one copy Accounting - one copy File - one copy													

Std_1108.pdf

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ANNEX C


CHP 298, INVOICE OF TRUCK WEIGHTS

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INVOICE OF TRUCK WEIGHTS CHP 298 (REV 8-98) OPI 071					<i>INSTRUCTIONS: 1. Complete legibly--preferably in ink. 2. Submit in duplicate. 3. Entries may be accumulated over several months. All invoices must be submitted for payment by June 30th.</i>				
CALIFORNIA HIGHWAY PATROL					WEIGHING CONCERN J. F. Trucking, Inc.				
ADDRESS 3500 Reed Avenue West Sacramento, CA 95605					ADDRESS 681 Highway 27 Anywhere, CA 22790				
NO.	DATE	OFFICER	LICENSE	VEH. MAKE	BODY TYPE	COMMODITY	NO. OVER	CITATION	FEE
1	03/02/2020	Starr	03185	Ford	Van		3,100		25.00
2									
3									
4									
5									
6									
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15									
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24									
VENDOR'S SIGNATURE								TOTAL	\$25.00
Use previous editions until depleted.									
c298_900.pdf									

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ANNEX D

CHP 51, MEMORANDUM, EXAMPLE OF EXPENSE ADVANCE REQUEST

State of California	Transportation Agency
M e m o r a n d u m	
Date:	March 5, 2020
To:	Fiscal Management Section
From:	DEPARTMENT OF CALIFORNIA HIGHWAY PATROL South Sacramento
File No.:	252.76543.98765
Subject:	PAYMENT REQUEST FOR OUT-SERVICE TRAINING
<p>A revolving fund check, for the employees listed below, is requested for training registration. The following information is provided for your records.</p>	
Trainee Name(s) and ID:	Samuel Sample #022790 Nicolas A. Simpson #030185 (Or Multiple Trainees)
Amount of Check:	\$100.00
Funding Source:	South Sacramento Training Fund Expense Coding: Refer to FISCAL Chart of Accounts
Supplier Address:	Fairfield Police Officers' Association P. O. Box 2625 Any City, CA 99999
Date of Training:	June 12, 2020 (8 am to 5 pm)
Title of Training:	Fairfield Police 5 th Annual Motorcycle Training Competition
<p>The check should be made payable to Fairfield Police Officers' Association. Please call the South Sacramento office when the check is ready to be mailed to our office. Should you have any questions or require further information, please do not hesitate to contact Evelyn Example, South Sacramento Out-Service Training Coordinator, at (916) 681-2300.</p>	
Eva Boss Captain	
<i>Safety, Service, and Security</i> <small>CHP 51 (Rev. 09/2013) CP1 076</small>	 <i>An Internationally Accredited Agency</i>

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