

ADMINISTRATIVE SERVICES DEPARTMENT[11]

Adopted and Filed

Pursuant to the authority of Iowa Code section 8A.104(5), the Department of Administrative Services hereby amends Chapter 41, "Auditing Claims," Iowa Administrative Code.

The Department of Administrative Services/State Accounting Enterprise (DAS/SAE) seeks a wording and procedure update in rule 11—41.1(8A) concerning wording on the Authorized Signature Form and the Pre-auditor's Authorized Signature Form. The amendment to subrule 41.1(1) includes replacing the word "signatures" with "signators" and removing provisions regarding a rubber-stamped signature and the need to sign or initial the rubber stamp by the employee authorized to use the rubber stamp. The amendment also replaces the words "social security number" with "vendor/customer code" to reflect best practices in protecting employees', vendors' and customers' confidential information.

In February 2016, a DAS/SAE Form Transition Lean Event was held to identify efficiencies for two forms, the Authorized Signature Form and the Pre-auditor's Authorized Signature Form. As a result, a new transmission process for all three branches of Iowa state government was developed for the two forms, beginning with the approval process, through the transmission stage, to the final stage of Department approval (or disapproval).

Notice of Intended Action was published in the Iowa Administrative Bulletin as **ARC 2790C** on October 26, 2016. No public comment was received. No changes were made to the amendment published under Notice.

While the amendment will result in operational efficiency, the fiscal impact is both indeterminable and believed minimal.

The Department does not intend to grant waivers under the provisions of these rules, other than as may be allowed under the Department's general rules concerning waivers.

After analysis and review of this rule making, no impact on jobs has been found.

This amendment is intended to implement Iowa Code sections 8A.514 and 17A.4.

This amendment will become effective May 3, 2017.

The following amendment is adopted.

Amend subrule 41.1(1) as follows:

**41.1(1) *Submission of claims and approval.*** All claims shall be typewritten, or written in ink, and be itemized and certified by the claimant.

EXCEPTION: The claimant's certification is not needed when the original invoice is attached to the claim. The original invoice shall indicate in detail the items of service, expense, thing furnished, or contract upon which payment is sought.

Approval of the claim shall be certified thereon by the head of the state agency, or the deputy, or the chair of the board or commission or its executive officer, or by a person delegated by the head of the state agency to fulfill this responsibility. A list of authorized ~~signatures~~ signators shall be provided to the department of administrative services, state accounting enterprise. ~~If a rubber stamp signature is used, the claim shall be signed or initialed by the employee authorized to use the rubber stamp.~~

All travel claims submitted shall be the actual expense incurred (not exceeding maximum limitations) by the claimant, and shall not include expenses paid for other individuals, or for the purchase of miscellaneous items which are not needed in the performance of official duties while traveling. All travel vouchers shall contain the ~~social security number~~ vendor/customer code of the employee or other individual identification (with prior written approval by the department of administrative services, state accounting enterprise).

All claims shall show in the space provided the Iowa Code reference for the appropriation or fund from which the claim is payable.

When an original invoice is submitted by a vendor, rather than the claimant signing the voucher, the vendor shall provide the state agency with an original invoice that the vendor would use in the normal conduct of its business. A state agency shall not impose additional or different requirements

on submission of invoices than those contained in these rules unless the department of administrative services, state accounting enterprise, exempts the agency from these invoice requirements upon a finding that compliance would result in poor accounting or management practices.

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EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 3/29/17.