

CHAPTER 3
GENERAL CLAIMS

[Prior to 5/4/88, see Appeal Board, State[60] Ch 3]

543—3.1(25) Claims. General claims include, but are not limited to, the listing of claims found in Iowa Code section 25.2. General claims shall be filed on a form supplied by the executive secretary of the state appeal board. Claims shall be filed with and processed directly by the state agency when the following conditions are met:

1. Claim is an outdated invoice that is over 90 days old, within the same fiscal year and for which moneys are available; or
2. Claim is for an outdated invoice that is from a previous fiscal year and the amount of the reversion is sufficient to pay the claim.

If a claim meets the criteria of 3.1(1) or 3.1(2) below, when the agency recommends approval of the claim, it is then to be submitted to the department of revenue, accounting bureau, who will process such claims. The agency will keep a record of such claims and will report to the state appeal board at its next regularly scheduled meeting. The claim shall be submitted to the department of revenue on the form prescribed by the state appeal board. The department of revenue is authorized by the state appeal board to pay such claims from the state appeal board appropriation if sufficient moneys have been reverted from the state agency involved. If sufficient moneys have not been reverted, or if the agency or the department of revenue recommends denial of the claim, the claim is to be forwarded by the state agency to the state appeal board for consideration. A record of denied claims shall be submitted quarterly to the state appeal board by the state agency.

3.1(1) Place of filing. The original and one copy of the general claim shall be filed with the Department of Management, Room 14, State Capitol Building, Des Moines, Iowa 50319.

3.1(2) Verification. General claims shall be verified.

3.1(3) Names and signatures. General claims shall state the name, address and telephone number of the claimant and be signed.

3.1(4) Designation. A general claim shall indicate that it is a general claim filed pursuant to Iowa Code chapter 25.

3.1(5) Designation by number. The executive secretary of the state appeal board shall assign a number to each general claim. Thereafter it may be referred to by such number. If a claim meets the conditions as described in rule 543—3.1(25) and is filed directly with the state agency, a number will not be assigned.

543—3.2(25) Content. All general claims shall set forth information as follows:

3.2(1) Services rendered or merchandise purchased. An itemized statement indicating the services or merchandise and the name of the state agency or employee involved. If available, a bill for the same shall be attached.

3.2(2) Refunds. A detailed statement of the reasons for the refund, indicating the state agency involved.

3.2(3) Documentation. Sufficient documentation to support the claim shall be attached.

3.2(4) Amount. All amounts for which the claim is filed shall be stated and itemized.

543—3.3(25) Investigation. The special assistant attorney general assigned to the claims division shall investigate a general claim. The special assistant attorney general shall be empowered ex officio to administer oaths or may take testimony in the form of affidavits, depositions or oral or written interrogatories or otherwise. The special assistant attorney general may compel the attendance of witnesses and certify to any district court for contempt. All information from the investigation shall be included with the report to the state appeal board.

543—3.4(25) Notification. The special assistant attorney general shall notify the claimant in writing of the state appeal board's decision if the general claim is denied.

543—3.5(25) Denial. For those general claims that are denied, the state appeal board shall file with the clerk of the house of representatives and the secretary of the senate a list of such claims together with all reports and recommendations. The claims committee of the legislature shall then review said claims and may make an appropriation for any of them.

[Filed 12/9/77, Notice 7/27/77—published 12/28/77, effective 2/1/78]

[Filed 4/11/78, Notice 2/8/78—published 5/3/78, effective 6/7/78]

[Filed emergency 4/15/88—published 5/4/88, effective 4/15/88]

[Filed emergency 4/12/96—published 5/8/96, effective 4/12/96]