

**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.