

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

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

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

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

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

[ARC 9697C, IAB 11/12/25, effective 12/17/25]