

PROCEDURES FOR PROCESSING INVOICES

Statements and estimates cannot be submitted for payment; the original invoice or certified original must be submitted.

- Verify that invoice is not a duplicate
- Invoices for consumables should be sent directly to your Comptroller for payment.

Invoices for non-consumable items should be sent to DGS.

Invoices containing both consumable and non-consumable items should be sent to BVM. The invoice will be paid and the appropriate amount charged to the using agency.

- Verify that vehicle belongs to your agency
- Check equipment and license plate number
- Verify that vendor is approved
- Confirm that rates and discounts are correct as shown in Service Directory.

Contact vendor for correction and correct amounts on invoice.

- Confirm \$0 charged for sales taxes
- Add SAP vendor number and Federal ID number; SAP coding is not required at this time
- Approve & date

If repairs are >\$600 for passenger vehicles and >\$800 for commercial vehicles, complete a Form STD-555 (Repair Authorization Request) and include with invoice. (Refer to MD 615.7)

If the total invoice is greater than 15% of the original RAR. A supplemental RAR must be completed and sent to DGS-BVM.

- Send original invoice with 3 copies to DGS-BVM.
- Develop a spreadsheet with the following information for your own records:
 - Invoice date
 - Invoice number
 - Invoice amount
 - Vendor name
 - Equipment number
 - Date you received invoice from driver
 - Date sent to BVM or Comptroller's office