

**BOARD OF ADJUSTMENTS (B of A)
REGULAR PAYMENT VOUCHERS**

Vendor Invoices Agency

Agency Does not pay

Vendor Request payment from the Board of Adjustment

B of A Board of Adjustment asks the Agency if they contest the payment.

Agency Says no ---- Example: Agency did not receive invoice/documentation on time.

B of A Sends Agency a form that gives the agency approval to pay a prior year invoice

 Agency must pay the invoice out of current **BFY** money. Payments should be coded to their appropriate sub-object for the type of expenditure being paid.

 Example:
 If a voucher is for In-State Mileage, the sub-object will be 0300 01.

Agency Enters/Creates a PV
 Payable to Vendor
 Sends PV to Comptroller's Office

Accounts
 Payable Issues a Warrant

Agency
 Distribution Sends warrant to the agency
 FMSGBD AJ report was discontinued effective 12/01/10 due to change made based on Memo dated 11/17/10.

Agency Sends warrant to Vendor – in same manner as other warrants are distributed.