

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE:	Claims Payable	Issue Date:	Internal
POLICY NUMBER:	3040	Revised:	12/03/2015

3040.1 Upon receipt, all incoming invoices will be:

3040.1.1 Date and time stamped by office technician.

3040.1.2 All Grant Claims will be verified as the original claim against our records and stamped by the accounting officer to prevent duplicate payment.

This invoice has been checked against our records and found to be the original claim presented for payment, and payment has not been previously made. We have recorded this payment to prevent a duplicate payment later.

Accounting Officer

3040.2 All Grant claim covers will be stamped with the following information: Grant #, Grant Source, Budget, Project, Check #, Date Paid and initialed by accounting officer to ensure proper coding of grant funds.

Grant #: _____

Grant Source: _____

Budget: _____ Project: _____

Check #: _____

Date Pd: _____ Initials: _____

3040.3 Any Grant related reimbursements for personnel services will include in the description on the claim cover whether the solution area is for Planning or Management & Administration of the grant by accounting officer.

3040.4 All claims related to construction projects must include a copy of the applicable certified payroll reports and a statement from the project manager (GC/CMAR) that applicable certified payroll reports have been approved and included with the claim.

3040.5 Claims for advance payments and/or deposits for goods and services under contract but not yet rendered/delivered may be approved at the discretion of the Executive Director.