

Agency Transmittal A45 Instructions

1. **A45 Number** - Enter the A45 number assigned by the agency. This should be numbered consecutively, starting with the number 001 at the beginning of each fiscal year.
2. **Fiscal Year** – Enter the Fiscal Year that applies to the documents.
3. **Document Type - Payments** - Enter an “X” in this field to transmit payment documents. Types of payment documents include:
 - a. Vendor’s invoices.
 - b. Agency generated invoices.
 - c. Travel reimbursements.
 - d. Employee reimbursements.
 - e. Credit card statements with receipts (If missing receipts, the agency must send a memo stating the receipt is lost with the vendor’s name, amount, and brief description of item(s) purchased).
4. * Note: Payment documents must contain the following:
 - a. Actual invoice, in general payment will not be made from a statement.
 - b. Coding (If agency has more than one master index.).
 - c. Director’s or authorized designee’s approving signature.
 - d. List of attendees, purpose of meeting/agenda, and written advance approval (Applicable only for coffee and light refreshments and meals with meeting payments).
5. **Document Type - Orders** - Enter an “X” in this field if you are requesting a field order. The request must include the following information:
 - a. Vendor’s name and address.
 - b. Item number (If applicable).
 - c. Brief description.
 - d. Quantity.
 - e. Cost of item.
 - f. Type of transmittal to vendor:
 - i. Mail
 - ii. Fax (Agency provides fax number and ATTN:).
6. **Document Type - Deposits** - Enter an “X” in this field to deposit funds (cash, checks, or money orders) received by the agency and DES must deposit at the Office of the State Treasurer.
7. **Document Type - Payroll** - Enter an “X” in this field to transmit payroll documents. Types of payroll documents include:
 - a. Overtime hours.
 - b. Hourly employees’ hours worked.
 - c. Commission/Board members pay.
 - d. Terminations/New appointments/New hires.
 - e. Requests for leave without pay

8. **Document Type - Other** – To transmit documents not described by the four types above, enter the type of document being transmitted. A sample of other types of documents include:
 - a. Signature authority.
 - b. CAMS Data input form(s).
 - c. Encumbrance request.
 - d. Transfer of funds/Accounting correction.
9. **Item** – Using consecutive numbers starting with the one, assign a number for each line.
10. **Description** - Enter the description of the transmittal item in this field. This field wraps the text to allow for two lines of information to be input.
11. **Amount** - Enter the dollar amount of the transmittal item in this field.
12. **Batch/ Journal Voucher Number** - DES employees use this field to enter the Batch/JV Number that will apply to the transmittal item.
13. **Date Mailed** - DES employees use this field to enter the date the completed transaction was mailed out of the DES office.
14. **Page Total** - This field automatically calculates and displays the total dollar amount of the items listed on the A45.
15. **Agency Number** - Enter the three-digit agency number.
16. **Agency Name** - Enter the agency name.
17. **By** - Enter the name of the individual completing the A45.
18. **Date** - Enter the date that the completed A45 is sent to DES.

After the A45 is complete, print the document, be sure to print the entire workbook. The document will print out as two pages.

- Page 1: **AGENCY COPY** - This page is the agency copy to be filed by the agency.
- Page 2: **DES COPY** - This page is to be transmitted to DES – Small Agency Financial Services. DES employees will complete and initial the A45 Transmittal after processing the documents. The completed original will be returned to the Agency and DES will retain a copy for filing.

FORM **A45** (1/98)  **AGENCY TRANSMITTAL**

A45 NO.	FY
1	2

DOC TYPE

<u>3</u>	PAYMENTS
<u>4</u>	ORDERS
<u>5</u>	DEPOSITS
<u>6</u>	PAYROLL
<u>7</u>	OTHER

INSTRUCTIONS: Use separate transmittal forms for each type of document being transmitted to OFM Small Agency Client Services. Indicate document type in space provided. Agency is to show item number, description and amount (where applicable) only.

ITEM	DESCRIPTION	AMOUNT	OFM USE ONLY	
			BATCH/JV NUMBER	DATE MAILED
8	9	10	11	12
<i>Page Total:</i>		13		

AGENCY #	AGENCY NAME	BY	DATE
014	15	16	17

AGENCY COPY