



STATE OF MICHIGAN
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Memo

To: All DHS Staff
From: Susan Kangas
Chief Financial Officer
Subject: Common Payment Voucher Errors

Date: July 9, 2012

The Payment Processing Unit (PPU) internal controls require an audit of a payment voucher and supporting documentation for accuracy prior to processing. Below is the list of the most common errors noted during these audits:

Errors filling out the payment voucher form

- Vendor mailing address and mail codes
- Incorrect invoice numbers – See Vendor Listing Invoice Guide at http://inside.michigan.gov/dhs/DeptSites/CentOff/FAS/Documents/Vendor_Invoice_Listing.pdf
- No commodity code or CS 138 number
- Incorrect vendor number
- Using an old BPO number – See Authorized Payment Listing at http://inside.michigan.gov/dhs/DeptSites/CentOff/FAS/Documents/AUTHORIZED_PAYM ENT1.pdf
- Copies of invoices without the appropriate 2nd PAL signature
- Authorized signer not on PAL
- Not checking a certification box
- Using the rent coding when not appropriate
- Non-state employee travel submitted without appropriate documentation of travel
- Non-state employee travel submitted with errors in meals and mileage calculation

Errors resulting in payment amount changes

- Including prior overdue balances with current charges
- Not deducting state sales tax
- Late fees

PPU will generally send an email, informing the contact person listed on the payment voucher, when there is an issue with the payment voucher information or amount.

Please contact Dawn Guilford at GuilfordD@Michigan.gov if you have any questions.