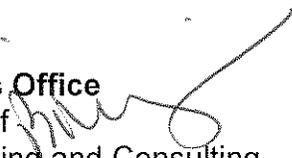


Memorandum

To: All State Agencies, Boards
Commissions and Departments

Date: October 26, 2015

From: **State Controller's Office**
Bertha Mejia, Chief 
Bureau of Accounting and Consulting
Division of Accounting and Reporting

BAC #: 15-002

Subject: TRANSACTION REQUEST (TR) FOR CLAIM SCHEDULE
CORRECTION(S)

This memo provides guidance for submitting TRs for claim schedule corrections to the State Controller's Office (SCO).

Effective immediately, all TR forms (CA 504) for claim schedule correction(s) must be accompanied by supporting documents. The following essential supporting documents are to be provided:

1. A copy of the original claim schedule and all supporting documents submitted to the SCO for payment.
2. State legal authority and reason for request on the TR.
3. For TRs correcting partial amount(s), the details totaling the amount(s) to be corrected must be clearly identified on the supporting documents.

The SCO may request additional information to validate the correction(s) prior to processing.

If you have questions concerning the TR for claim schedule correction(s), please contact the SCO analyst assigned to your agency.

BM:jw