

Memo

To: Vocational Rehabilitation Staff
From: Central Office Accounting
Date: 10/17/2007
Re: Revised Vendor Input Form and Procedure Changes

Due to the increased incidence of fraud and identity theft, OA/Division of Accounting has revised their procedures for modifying the SAMII vendor file. In the past, requests for changes and additions to the vendor file were submitted on the Vendor Input Form and entered into SAMII by DVR Central Office staff. The request was then electronically submitted to OA/Division of Accounting for approval. Previously, not all Vendor Input Forms were submitted to OA/Division of Accounting for review.

Effective July 1, 2007, OA/Division of Accounting will require actual receipt of the Vendor Input Form. Central Office will no longer input the information into SAMII and route the request to OA/Division of Accounting electronically. Instead, Central Office will simply review submitted Vendor Input Forms for accuracy and forward the form to OA/Division of Accounting to input the information. With this procedure change attention to detail is **imperative**. Before submitting forms to Central Office please ensure the form is legible and review for accuracy and completeness.

An additional change has been made regarding the completion of the Vendor Input Form. In the past it was required that all vendors, with the exception of clients, complete and sign the Vendor Input Form. Through an agreement between OA/Division of Accounting and DVR, Senior Counselors were previously allowed to sign the Vendor Input Form for the client. OA/Division of Accounting has recently informed DVR they will no longer allow this process. Beginning July 1, 2007 all vendors, **including clients**, must complete and sign the Vendor Input Form in its entirety when Adding or Changing vendor information. This means if a client with an existing vendor number moves a new Vendor Input Form must be completed and signed by the client.

To implement the above changes, OA/Division of Accounting has released a revised version of the Vendor Input Form. [The revised Vendor Input Form is available in MoRIS](#), please take a moment to familiarize yourself with the new form. For printing purposes, your settings should be as follows:

<u>Page Margins:</u>		<u>Orientation:</u>
Above Header: 0.05"	Left: 0"	Portrait
Above Body: 0.05"	Right: 0"	
Below Body: 0.05"		
Below Footer: 0.05"		

Although OA/Division of Accounting has not indicated there will be a delay in the processing of Vendor Input Forms as a result of the new procedures, be prepared should unexpected delays arise. Please do your part to ensure the transition is as smooth as possible by submitting accurate and legible forms that have been completed and signed by the vendor. If you have any questions please contact Central Office Accounting.