

PAYMENTS TO THIRD PARTIES POLICY

The Office of State Finance has the statutory authority to prescribe all forms, systems, and procedures for the institutions and agencies of the State to administer the State accounting system including claim settlements. Claim settlements include vendor payments, payments to independent contractors, travel reimbursements, reimbursement to individuals, moving expenses, etc.

Vendor invoices and payment requests must be filed with the department receiving the merchandise or services. Upon receipt of payment requests, the department will verify that the goods and/or services have been delivered or accepted. No request for payment of an invoice should be made until the goods or services have been received, unless specifically exempted by statute. Title 74 O.S., Sec. 85.44B.