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James A. Carder
Director
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MEMORANDUM

TO: State Agencies

FROM: OA/Accounting

DATE: July 18, 2003

RE: Recurring Payment Voucher (REPV) Table Updates in SAMII Financial

Agencies that process transactions using the Recurring Payment Voucher (REPV) table and have signed Agency Cooperative Agreements, must submit Security Request forms to the OA SAMII Financial Security Coordinator to request add, change, and delete capabilities for individuals that need to update the REPV table. The REPV table generates Payment Voucher (PV) documents on approximately the 23rd of every month based on the REPV table entries that are on the table at that time.

The REPV table can be secured by the **Agency** field or by the **Agency and Organization** fields on the REPV table. Please note that the Agency field is not the Submitting Agency field but is the Agency field on the line. When completing the Security Request, please ask your Agency Security Coordinator to complete the COMMENTS section of the form and state "need access to REPV table for agency (complete agency number)."

If you have any questions in regards to the security set up for the REPV table, please contact your Agency Security Coordinator. Your Agency Security Coordinator will contact OA SAMII Financial Security Coordinator if necessary.