

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

**TO:** Chief Financial Officers

**DATE:** January 2, 2007

**FROM:** Lawrence C. Franklin, Jr., State Controller

**SUBJECT: Guidelines for “Attachments” to RIFANS Payment Documents  
CFO 07-33**

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A guide to “attaching” (electronically) supporting documentation to RIFANS payment documents is attached to this memorandum.

The example in the guide addresses attaching an SFA-12 form. Every acquisition of a capital asset (that meets the cost levels outlined in the Expenditure Classification Handbook) requires this form to be electronically attached to payment transaction in RIFANS.

In-state and out-of-state travel expenses reports are examples of other documents that should be attached to the RIFANS payments documents. Also, any written explanation or justification of a particular transaction can be electronically attached to the payment transaction.

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CFO 07-33 RIFANS Attachments

# Attaching Forms

To Invoices

