

Utilities

Type of Information	Source of Information	Intended Use of Information
• Invoice or claim for payment	• BSC (where applicable) • Utility provider	Re-perform the vendor's calculations on the invoice or claim for payment to ensure mathematical accuracy. Verify the space included in the invoice is occupied by the agency or, it is used by a vendor consistent with the terms of the enabling agreement. Verify the rates are in accordance with the enabling agreement, if applicable. Verify there are no surcharges, taxes, or fees on the invoice that the agency should not be paying.