

## Department Vital Record Requests

- Process payment (PVQ) in SAM II
  - In the description area (circled below), please note department and number of birth certificates (i.e. Dept. of Corrections 500 birth certificates; abbreviate as needed for space)

The screenshot shows the SAM II software interface for processing a payment request. The 'Line Details' tab is selected, showing the following information:

Line	01	Fund	0101	Rept Category	
Agency	580	BS Account			
Org / Sub	4937 /	Discount Type			
Appr Unit	1264	Quantity	0.000		
Activity		Def	<input checked="" type="radio"/>	Inc	<input type="radio"/>
Function		Dec	<input type="radio"/>		
Object / Sub	2415 /	Amount	157.50		
Rev / Sub	/	Def	<input checked="" type="radio"/>	Inc	<input type="radio"/>
Job Number		Dec	<input type="radio"/>		
Description		Partial / Final	Default		
		FA Type			

- Take a screen shot (similar to what is noted above) and email the payment request to [FundsAccounting@health.mo.gov](mailto:FundsAccounting@health.mo.gov) and cc Gina Henley at [gina.henley@health.mo.gov](mailto:gina.henley@health.mo.gov).
- The PVQ will be saved by the Department in SAM II but cannot be approved until Funds Accounting sends the IAB number back to the department (noted below). **Please see page two for Vendor Code information.**
- The Funds Accounting Team will process the IAB for the payment. The next business day, the Funds Accounting Team will respond to the department email and provide the IAB number.
- Once the IAB number is received, the department can enter the IAB number into the Invoice line (circled above) and approve the PVQ.
- Print the email sent to Funds Accounting and attach it to the vital records certificate requests that are sent to the Bureau of Vital Records, 930 Wildwood Dr., Jefferson City, MO (Fee Receipts). It is important to include this documentation so the requests get processed properly.

Questions in regards to IAB processing can be directed to [FundsAccounting@health.mo.gov](mailto:FundsAccounting@health.mo.gov).

Questions in regards to Birth certificate requests can be directed to [vitalrecordsinfo@health.mo.gov](mailto:vitalrecordsinfo@health.mo.gov).

File Edit Display Modify Window Help

Vendor **I580158000** 0

Vendor Type GI Misc Vendor Indicator N Last Action Date 08 / 18 / 23

General Information | Payment Information

Vendor Address

Name DHSS FINANCIAL SERVICES

Address PO BOX 570

City JEFFERSON CITY State MO

Zip 65102

Alternate Address

MB00151603 Usage

Vendor Code: I580158000