

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		Amount	157.50	Dec	<input type="radio"/>
Object / Sub	2415 /	Def	<input checked="" type="radio"/>	Inc	<input type="radio"/>
Rev / Sub	/	Partial / Final	Default	Dec	<input type="radio"/>
Job Number		FA Type			
Description					

The 'Invoice' field and the 'Description' field are circled in red in the original image.

- Take a screen shot (similar to what is noted above) and email the payment request to FundsAccounting@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).
- 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.

Questions in regards to Birth certificate requests can be directed to vitalrecordsinfo@health.mo.gov.