



# State of West Virginia

Office of the State Auditor  
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Glen B. Gainer III  
State Auditor

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**To:** All State Agencies

**From:** Glen B. Gainer III  
WV State Auditor

A handwritten signature in black ink, appearing to read "G. B. Gainer III", written over the "From:" field.

**Date:** March 18, 2005

**Re:** Rejection of Pending WVFIMS Transactions

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A report of pending WVFIMS transactions is reviewed on a monthly basis for transactions that have been pending approval in the State Auditor's Office (org 1200) for more than thirty days. In the past we have rejected transactions that have been pending in WVFIMS for more than thirty days. However, we are finding that an increasing number of transactions are being electronically approved to our office in WVFIMS but the physical documents are being held at the paying agency several weeks before being delivered to our office for processing.

Please be advised that transactions should not be electronically approved to the State Auditor's Office in WVFIMS unless they are ready to be physically delivered to our office for processing. Therefore, effective April 4<sup>th</sup>, 2005 we will begin reviewing transactions that have been electronically pending in this office in excess of fifteen calendar days. Transactions that have been pending more than fifteen calendar days may be rejected.

We will, of course, take into consideration the volume of work physically pending in our office based on our "Daily Report of Payment Processing", which is located on our website at [www.wvauditor.com](http://www.wvauditor.com) under the Auditing tab.

If you have questions regarding this matter please contact Lisa Comer at 558-2261 ext. 2163 or via e-mail at [lisar@wvauditor.com](mailto:lisar@wvauditor.com).