



SAMS VERIFICATION STATEMENT

Vendor: _____

Reporting Period: _____

Original Report(s)/Verification Statement

Corrected or Revised Report(s)/Verification Statement

** Vendor – Complete and E-mail to Tucumcari Data Center WITH SIGNED Reports**

Data Entry		Reconcile Data
<input type="checkbox"/> Original data entered	<input type="checkbox"/> Data corrected/revised <input type="checkbox"/> Corrected/revised report includes: "Revised" in the report title.	<input type="checkbox"/> AAA-Agency Summary Report reconciled to data source <input type="checkbox"/> AAA-NSIP Report reconciled to AAA-Agency Summary Report <input type="checkbox"/> Documentation of reconciled data kept & maintained with file
Tracking Unregistered Consumer (if applicable)		
<input type="checkbox"/> We did not have unregistered consumers in this reporting period <input type="checkbox"/> Unregistered consumers and their number of units have been listed in the comment section of Service Delivery Detail <input type="checkbox"/> Unregistered Service Delivery Detail printed and prepared to be submitted to Non-Metro AAA (along with ASR & NSIP reports) <input type="checkbox"/> Year- to-Date Unregistered spreadsheet updated <input type="checkbox"/> By Checking this box and typing my name below, I certify/attest that I have completed each data entry step as detailed above		
Name: _____ Title: _____ Date: _____		

** Non-Metro AAA Complete and Return to Vendor for Final Verification **

<input type="checkbox"/> AAA-Agency Summary Report (ASR) returned to Vendor <input type="checkbox"/> AAA-NSIP Report (if applicable) returned to Vendor <input type="checkbox"/> Unregistered Service Delivery Detail (if applicable) returned to Vendor	CC: _____ Date: _____
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** Vendor – Complete and Upload to Citrix Monthly Expenditure Folder **

Action Required for Correct Reports:	Comments:
<input type="checkbox"/> The following reports have been signed/dated as correct: <input type="checkbox"/> AAA-ASR Report <input type="checkbox"/> AAA-NSIP Report (if applicable) <input type="checkbox"/> Unregistered Service Delivery Detail (if applicable) <p style="text-align: center;"><u>VENDOR Upload to Citrix</u> <u>Monthly Expenditure</u></p>	<hr/> <hr/> <hr/> <hr/> <p style="text-align: center;">Errors Discovered</p> <p>➤ Errors made by providers based on inaccurate data or omitted data may need to be corrected the following month. ➤ Please briefly describe the discovered errors:</p> <hr/> <hr/> <hr/> <hr/>
<input type="checkbox"/> I have reviewed the AAA report(s) for the month of _____, 20_____, and hereby submit for payment. Name, Title: _____ Date: _____	

** Non-Metro AAA Use Only **

<input type="checkbox"/> Signed/dated ASR scanned to ShareFile <input type="checkbox"/> Signed/dated Unregistered Service Delivery Detail scanned to ShareFile	<input type="checkbox"/> Signed/dated NSIP report scanned to ShareFile
Name, Title: _____ Date: _____	