



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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August 19, 2011

OFM DIRECTIVE 11A-09

TO: Agency Directors and Policy Manual Users

FROM: /s/ Wendy Jarrett, Statewide Accounting Manager
Accounting Division

SUBJECT: Chapter 15 – Personal Service Contracts

We have revised Chapter 15, Personal Service Contracts, of the state of Washington's *State Administrative and Accounting Manual (SAAM)*.

In accordance with Engrossed Second Substitute House Bill 1371 (Sec. 60), we added new Subsection 15.10.30.c, which prohibits agencies from entering into personal service contracts with members of any agency board, commission, council, committee, or other similar group formed to advise the activities and management of state government where such contract is for services related to work done as a member of the agency board, commission, council, committee or other similar group. This change is effective August 24, 2011.

Questions regarding policy content and proper interpretation of the contract policies in Chapter 15 should be directed to the following OFM Contract Services staff:

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The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at: <http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at: www.ofm.wa.gov/resources/default.asp.

If you are maintaining a hardcopy manual, a link to the replacement pages is available at: <http://www.ofm.wa.gov/policy/replacement-pages.asp>.