1.20
How to Use This Manual

1.20.10 January 1, 2013	**How the manual is organized**

The first half of this manual focuses on **administrative topics**. Users with a hard copy of the manual will find these chapters in Volume I.

  1 - Introduction
  5 - Data and Systems Access
 10 - Travel
 12 - Transportation
 16 - Client Service Contracts
 20 - Internal Control & Auditing
 25 - Payroll
 30 - Capital Assets
 35 - Inventories
 40 - E-Commerce
 45 - Purchase Cards
 50 - Federal Compliance
 55 - Audit Tracking
 60 - Moving Expenses
 65 - Financial Services Agreements
 70 - Other Administrative Regulations

The second half of the manual focuses on **accounting topics.** Users with a hard copy of the manual will find these chapters in Volume II.

 75 - Uniform Chart of Accounts
 80 - Accounting Policies
 85 - Accounting Procedures
 90 - State Reporting
 95 - Federal Assistance Reporting

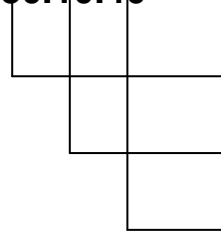|	
1.20.20 May 1, 1999	**How the manual is numbered**

The manual has three layers of organization:

* Chapters - The major subjects of the manual
* Sections - Define the major topics within a subject
* Subsections - The actual policies

The policies in this manual are numbered using a three part code which reflects these levels.

30.10.40

The first number is the Chapter number.

The second number is the Section number.

The third number is the Subsection number.

1.20.30   **Page layout**
May 1, 1999

References the first subsection number on each page

Subsection number

The effective date of this policy subsection

Page number within the chapter

1.10.40   How do I request a waiver to a policy?
May 1, 1999

Agencies may request a waiver from complying with specific requirements of this manual. The request is to be in writing and be approved in writing by OFM before the waiver takes effect. Waivers automatically expire at the end of the fiscal biennium for which they were granted and are to be reapproved in writing to remain in force.

Please submit written request to:

Office of Financial Management
Accounting Division
P.O. Box 43123
Olympia, WA 98504-3123

Chapter number and title

Subsection Title

1.20.40 **Other tools within the manual**
May 1, 1999

Subject Index – The on-line version of the manual provides direct links from the index to the referenced subsection. A complete index has been provided in the front of each volume of the hard-copy manual.

Forms Index – An index of all the forms found in the manual. A complete forms index has been provided in each volume of the hard-copy manual.

Glossary – The on-line version of the manual provides direct links from referenced words in the policies to the glossary. A complete glossary has been provided in each volume of the hard-copy manual.