



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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June 23, 2000

OFM DIRECTIVE 00A-04

TO: Agency Directors and Policy Manual Holders

FROM: Sadie Rodriguez-Hawkins, Assistant Director
Accounting Division

**SUBJECT: REVISIONS TO CHAPTER 80: ACCOUNTING POLICIES AND
CHAPTER 85: ACCOUNTING PROCEDURES**

We have revised Chapter 80: Accounting Policies and Chapter 85: Accounting Procedures of the state of Washington's *State Administrative and Accounting Manual* (SAAM). These changes are effective July 1, 2000. Please replace the affected pages in your manual with these revisions.

Major Changes to the regulations include:

Subsection 80.30.86 (<http://www.ofm.wa.gov/policy/80.30.htm> - 80.30.86) **Using standard or other accounting forms**, **Subsection 85.32.40** (<http://www.ofm.wa.gov/policy/85.32.htm> - 85.32.40) **Payment processing**, **Subsection 85.38.20** (<http://www.ofm.wa.gov/policy/85.38.htm> - 85.38.20) **Statutorily canceled warrants**, and **Subsection 85.54.50** (<http://www.ofm.wa.gov/policy/85.54.htm> - 85.54.50) **Receivable collection procedures**. A privacy notice was added as notification to agencies that personal information of citizens and employees collected by agencies must be safeguarded and disposed of in a manner consistent with Executive Order 00-03, April 25, 2000, and RCW 42.17.310.

Subsection 85.36.20 (<http://www.ofm.wa.gov/policy/85.36.htm> - 85.36.20) **Disbursement mechanisms**. Added language to provide that purchase cards are not to be used to pay for transactions between state agencies.

Subsection 80.30.30 (<http://www.ofm.wa.gov/policy/80.30.htm> - 80.30.30) **Cash, cash equivalents, and investments policies**, **Subsection 85.52.20** (<http://www.ofm.wa.gov/policy/85.52.htm> - 85.52.20) **Short-term investments**, and **Subsection 85.52.30** (<http://www.ofm.wa.gov/policy/85.52.htm> - 85.52.30) **Non-current investments** were revised to clarify the valuation and reporting of current and non-current investments.

In addition, these chapters contain other minor changes not described above. Each section of the manual that has been revised contains a "last revised date" of July 1, 2000. Be sure to review each of these sections for changes that may impact your agency.

Other Miscellaneous Corrections to the paper manuals already reflected in the internet version.

Minor corrections were made to the following pages. Please replace pages as noted:

Chapter 15	Page 33-34	Add "working" day to Competitive
Chapter 20	Page 5-6	Correct internet address in 20.20.50
Chapter 20	Page 15-16	Correct subsection numbers in 20.40.40
Chapter 60		Correct Jan. 1, 2000, effective dates
Chapter 10, Sections 70, 80, and 90		Correct Jan. 1, 2000, effective dates
Chapter 95	Page 13-14	Correct CFDA number in cluster 25

All of the Office of Financial Management (OFM) directives and policies are available in word format at our web site <http://www.ofm.wa.gov/policies.htm>. The superseded policies are also available on the Internet in our Administrative & Accounting Resources site at <http://www.ofm.wa.gov/policy/resource.htm>.

Questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency.

Attachments