



MEMORANDUM

TO: Financial Managers AC202206
FR: Nick Miller, Division Administrator, State Accounting Enterprise
DATE: December 27, 2021
RE: **Accounting Policy and Procedure Manual Changes**

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

Below is a summary of a change to the State Accounting Policy and Procedure Manual is effective January 1, 2022.

The effective date of this policy change is January 1, 2022. Because claims are audited according to the rules that were in effect at the time the expense occurred, departments must retain copies of current policies for use when processing claims with dates occurring before January 1, 2022.

Procedures related to this policy are located in the State Accounting Policy and Procedure Manual.

PROCEDURE	CHANGE
220.352 Employee Expenses; Appliances	Removing the requirement of DAS Director's approval regarding purchase of certain appliances for the State.