



TO: All Financial Managers

AC201703

FROM: Trina Brietske, Daily Processing Program Manager

DATE: September 9, 2016

**SUBJECT: Accounting Policy and Procedure Manual Changes**

**PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL**

Below is a summary of changes to procedures in the DAS-SAE Accounting Policy and Procedure Manual, which became effective on September 1, 2016. The State Accounting Policy and Procedure Manual.

The State Accounting Policy and Procedure 210-101, Travel – General – Travel.

See the following for a description of the effected policies with noted changes.

PROCEDURE	CHANGE
210.101-General-Travel Card	Change in the number of Travel Cards available to the departments and clarified other information. Effective September 1, 2016.
295.000 – Effective Dates	Update effective date of policy included on this notice. Effective September 2016.

If you have questions, please call me at (515) 281-4497.