



TO: All Financial Managers AC201607
FROM: Trina Brietske, Daily Processing Program Manager
DATE: June 2, 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 will become effective on July 1, 2016. The policies will be temporarily located in Section 001 Updated Documents. They will be permanently moved to the State Accounting Policy and Procedure Manual on their effective date of July 1, 2016.

The records retention change from ten (10) years to five (5) years was approved by the State Records Commission on April 14, 2016.

For your reference, the current policies remain located in the DAS State Accounting Policy and Procedure Manual.

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

PROCEDURE	CHANGE
210.101 –Travel-General-Travel Purchasing Card	2. Changed the ten (10) year retention to five (5) year retention. Pg. 5 - changed “Original” receipts to “Actual” per Executive Order 13.
270.101 – Processing – General Procedure-DAS-SAE-Daily Processing-Pre-Audit Documents	5. Changed the ten (10) year retention to five (5) year retention.
270.500 – Processing-Outdated Warrants	4. Removed “for up to ten (10) years...”
295.000 – Effective Dates	Updated effective dates of policies included on this notice. Effective July 1, 2016.

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