



TO: All Financial Managers AC200912
FROM: Trina Brietske, Daily Processing Program Manager
DATE: July 2, 2009
SUBJECT: Accounting Policy and Procedure Manual Changes

Please share this information with the appropriate personnel.

Below is a summary of a change to the State Accounting Policy and Procedure Manual that was effective July 1, 2009. The policy is being changed at the request of the Department of Management.

The effective date of this policy change is July 1, 2009. 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 July 1, 2009.

Policies and Procedures are located in the DAS-SAE Accounting Policy and Procedure Manual.

Please refer questions to me at (515) 281-4497.

PROCEDURE	CHANGE July 1, 2009
235.650 Year-End Procedures – Lease – Purchase Buyouts	Added: DOM approval is necessary for lease purchase buyouts in excess of \$50,000.