



TO: All Financial Managers

AC200903

FROM: Trina Brietske, Daily Processing Program Manager

DATE: November 20, 2008

SUBJECT: Accounting Policy & Procedure Manual Updates

Please share this information with appropriate staff in your department.

The policy for the Travel Purchasing Card is being added to the Accounting Policy and Procedure Manual. This policy is the policy that has been in effect for the pilot project that began in August 2007. The new policy number is 210.101, with an Effective date of 12/1/08. The policy is located on the SAE website.

PROCEDURE	CHANGE
210.101 Travel-General-Travel Purchasing Card	New policy, Effective 12/1/08
200.000 Table of Contents	Page 1, Added 210.101
210.000 Travel-Table of Contents	Added 210.101
290.000 Index	Page 5, Added Travel Purchasing Card 210.101
295.000 Effective Date	Page 1, Added 210.101

If you have questions please feel free to contact me at (515) 281-4497.