

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	240.155	1 of 1	July 1, 2005 Revised 5/1/11
Subject	MISCELLANEOUS PRIOR APPROVAL – BLANKET APPROVAL		

1. In very limited instances, DAS-SAE-Daily Processing will approve a "Blanket Approval", thereby eliminating the need for prior approval each time a particular event occurs.
2. Examples of allowable Blanket Approvals are:
 - a. Exemption from meal and lodging limits for department directors (when adequately explained).
 - b. Direct billing of airfare by a Travel Agency for a particular person the state contracts with on a regular basis.
 - c. Direct billing for physical examinations of employees covered by contract.
3. Blanket approval must be resubmitted to DAS-SAE-Daily Processing before the start of each fiscal year (July 1), and whenever circumstances surrounding the blanket approval change.
4. If the request for blanket approval is for exemption from meals and/or lodging limits, and is for anyone except the department head, the department head must sign the request.
5. Procedure 240.171 is a sample form and instructions, which outlines how to request a Blanket Approval. Complete the form and forward it to the DAS-SAE-Daily Processing Program Manager.
6. Upon approval of the Blanket Approval, DAS-SAE will assign it a number and return a copy to the department.
7. This number should be placed on each claim submitted under the prior approval. The number should be placed in the box entitled TRAVEL AUTHORITY # on a Travel Payment (TP) and put it on the General Accounting Expenditure (GAX).
8. Blanket Approval does not relieve departments of the requirements set forth in Procedure 240.150 for one-time approvals.