

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	240.170	1 of 1	June 5, 2017
Subject	MISCELLANEOUS REQUEST FOR EXCEPTION TO STATEWIDE POLICIES - GENERAL		

1. Certain expenses require approval for an exception to the statewide reimbursement rules from the Department of Administrative Services-State Accounting Enterprise-Daily Processing (DAS-SAE) prior to incurring the expense.
 - a. Procedure 240.150 requires prior approval for an exception from DAS-SAE-Daily Processing for certain one-time expenses.
 - b. Procedure 240.155 requires prior approval for an exception from DAS-SAE-Daily Processing for blanket approvals.
2. Below is a summary of the types of exceptions and how to request prior approval:
 - a. A one-time exception for an employee or a group of employees from the same department. See Procedure 240.171 for a sample of the form to use and instructions on completing the form. See Procedure 240.150 for an explanation of when an exception may be approved.
 - b. An exception for an expense/situation which occurs frequently. This is commonly referred to as a "Blanket Approval". See Procedure 240.171 for a sample of the form and instructions on completing the form. See Procedure 240.155 for an explanation of when a blanket approval may be issued.
 - c. A one-time exception for employees from numerous departments. This is typically the same as 2.a. above, but because the request involves numerous state employees, it is added to the State Sponsored Conferences listing. See Procedure 240.172 for an explanation of how to submit the request to be approved and added to the State Sponsored Conferences listing.
3. The form "Request for Exception to Statewide Policies" is used when requesting any necessary prior approval. Utilization of this form should assist departments in requesting prior approval and to better ensure all information is included in the request before it is submitted to DAS-SAE. Use of these forms when applicable should save time for both the department as well as DAS-SAE. An approved, scanned copy will be returned to the department via email.
4. Request for prior approval for exceptions should be received and processed in DAS-SAE **PRIOR** to the event occurring and prior to submittal of the claim for payment. An approved copy of the request must be attached to the claim when it is submitted for payment.