

Summary of Internal Policies for Claims Crossing Fiscal Years

Department	Dept. No.
Phone Bills	
Utility Bills	
Subscriptions	
Maintenance Agreements	
Lease Agreements	
Rent	
Membership Fees / Organization Dues	
Licenses	
Tuition	
GAAP Payroll Costs	
If different than auto correction Example: 10% CDE for FYxx	
Other	
<i>Be Specific</i>	

I have reviewed the above internal policies as they relate to my department and agree this summary accurately reflects the department's internal policies relating to certain claims that cross fiscal years.

Signature

Date

Print Name

Email this form to: saedailyprocessing@das.iowa.gov