



TO: All Financial Managers And Accounting Personnel AC200002

FROM: Trina Brietske, Daily Processing Program Manager

DATE: September 24, 1999

SUBJECT: Accounting Policy and Procedure Manual Updates

Please find enclosed the pages that were not available in the revised manual mailed March 15, 1999, (refer to memo AC99021). Some procedures include fairly minor changes, and since the intent of the procedure did not change, entire procedures were not reissued. The effective date of the page revision is directly under the effective date of the policy to help ensure that you are using the proper revised page. I have attached replacement pages for our manual. Below is a summary of the changes.

<u>PROCEDURE #</u>		<u>EXPLANATION</u>
200.000	entire policy	revised the Table of Contents
210.220 #1	pg. 1 of 3	changed page reference from 4 to 3
220.100	entire policy	NEW Relocation Reimbursement Policy, effective 4/1/99
220.350 #1c	entire policy	changed from \$3 to \$10, effective 7/1/99
235.350	entire policy	previously not available
260.151	pg. 2	example of new form
260.152	pg. 2	example of new form
260.160	pg. 3 and 4	example of new forms
260.165	pg. 2	example of new form
260.171	pg. 2 and 3	example of new forms
260.172	pg. 2 and 3	example of new forms
260.175	pg. 2	example of new form

260.180	entire policy	previously not available
260.200	pg. 2	example of new form
260.250	pg. 3	revised (k) to reference (m13)
260.250	pg.4	changed 7 & 8 “date of service/goods received”
260.250	pg. 8 and 10	example of new forms
260.450	pg. 3 and 4	example of forms
260.500	pg. 2	example of form
260.501	entire policy	previously not available
270.400	pg. 2	example
270.450 (2)(a-f)	pg. 10	re-lettered (a-f)
270.600	pg. 5	example
295.000	entire policy	updated effective dates

If you have questions or comments you may contact me at (515) 281-4497, OV/Iowahub (Brietske), email (Trina.Brietske@idrf.state.ia.us).