



TO: All Financial Managers AC200010
And Accounting Personnel

FROM: Trina Brietske, Daily Processing Program Manager

DATE: December 3, 1999

SUBJECT: Accounting Policy and Procedure Manual Updates

Please find enclosed update pages to the Accounting Policy and Procedure Manual. 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 your manual. Below is a summary of the changes.

<u>PROCEDURE #</u>		<u>EXPLANATION</u>
210.310 pg.2	Travel-Out-Of-State Travel Advance	Pg. 2 was omitted in the AC200008 mailing
210.325	Travel-Out-Of-State- Reim. Tickets	added #3.
260.172	Central Services-GS-CP-Outside Vendors	Updated policy
280.301 pgs.1-2	Accounting Transactions-Vouchers for	#8 clarified who authorizes and processes

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