



TO: All Financial Managers AC200103  
And Accounting Personnel

FROM: Trina Brietske, Daily Processing Program Manager

DATE: November 20, 2000

SUBJECT: Accounting Policy and Procedure Manual Updates

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

<u>PROCEDURE #</u>		<u>EXPLANATION</u>
204.400	General Provisions-Misc.	Deleted # 7
210.315 pg 2	Out-of-State-Travel Authority	# 6, deleted the word Secretary
220.100 pg 1	Employee Expenses-Relocation	Added the first paragraph
220.150	Employee Expenses-Education Leave	Revised entire policy <b>EFFECTIVE 7/1/00</b>
220.200	Employee Expenses-Continuing Ed	Deleted this policy, combined into 220.150
220.400	Employee Expenses-Interview Expenses	Changed reimbursement rate to the current Board Member rates. <b>EFFECTIVE 1/1/01</b>
230.300 3a.(1)(b)	Payment Policies-Credits Received	changed to 0667
230.300 3c.(2)	Payment Policies-Credits Received	changed to 0667 and changed the reference in (a) & (b)
260.250 pg. 8	Central Services-Appeal Bd Admn	New form
270.600 pg. 1	Processing-Duplicate Warrants	# 5, changed to Calendar days