



STATE OF IOWA

DEPARTMENT OF REVENUE AND FINANCE
GERALD D. BAIR, DIRECTOR

TO: All Financial Managers AC200217
FROM: Trina Brietske, Daily Processing Program Manager
DATE: June 14, 2002
SUBJECT: [Accounting Policy and Procedure Manual Updates Effective 7/1/02](#)

Please pass this information to the appropriate personnel.

PROCEDURE	CHANGE	Date
210.120 Travel-General-Cancellation	2.b. added "including Short's booking fee".	Effective 7/1/02
210.120 Travel-General-Cancellation	2.d. added	Effective 7/1/02
210.300 Travel-out-of-state-mode of Transportation	6. added "airfare booked on behalf of an employee must follow airline regulations".	Pg. 2 Revised 7/1/02
260.160 General Services-Postage	Updated per DGS	Effective 7/1/02
270.401 Processing-Electronic Fund Transfers	Pg. 3, New form	Pg. Revised 7/1/02

If you have any questions please feel free to contact me at (515) 281-4497 or email: Trina.Brietske@idrf.state.ia.us.