



TO: All Financial Managers AC200401
FROM: Trina Brietske, Daily Processing Program Manager
DATE: February 27, 2004
SUBJECT: **Accounting Policy and Procedure Manual Updates Effective 1/1/04**

Please pass this information to the appropriate personnel.

The following are procedures that have been updated with an effective date of January 1, 2004.

The Accounting Policy and Procedure Manual is located on the Internet under Department of Administrative Services – State Accounting Enterprise:

http://das.sae.iowa.gov/internal_services/index.html

The Accounting Policy and Procedure Manual has been changed to reflect the name change to the Department of Administrative Services-State Accounting Enterprise (DAS-SAE). Print selectively because I/3 changes to the manual will also be made and I will notify you when the changes are available.

PROCEDURE	CHANGE	DATE
210.120 1.c, 2.a. Travel-General-Cancellation of Reservations	Added serious illness or death of an immediate family member of employee. (Per PAC)	Effective 1/1/04
210.125 3. Travel-General-State issued Charge Card	Added # 3. Annual Fee (Per DAS-GSE)	Effective 1/1/04
210.300 4.a. Travel-Out-of-State-Mode of Transportation	Removed the airline ticket stub. (Per PAC)	Effective 1/1/04
210.310 2.b. Travel-Out-of-State-Travel Advance	Removed the gold copy of the itinerary from Shorts. (Per PAC)	Effective 1/1/04
210.325 1.a, 2., 3. Travel-Out-of-State-Reimbursement for Tickets	Removed the gold copy of the itinerary from Shorts. And removed the passenger receipt. (Per PAC)	Effective 1/1/04
210.400 1.a. Travel-International-Mode of Transportation	Removed the airline ticket stub. (Per PAC)	Effective 1/1/04

220.150 Employee Expenses-Education Leave	New forms. (Per DAS-HRE)	Effective 1/1/04
240.102 II.d. & e. Miscellaneous-Services Contracting	Added d. , Contracts with a Corporation with a signed W9 are exempt for the PCQ process. (Per PAC)	Effective 1/1/04
240.102 IV.3. Miscellaneous-Services Contracting	Added 3. Explains the PCQT # for corporations with signed W9's. (Per PAC)	Effective 1/1/04
240.102 V.3.B. Miscellaneous-Services Contracting	Amended PCQ's are only required if the Employer/Employee relationship changes. (Per PAC)	Effective 1/1/04
280.203 3.j. Accounting Transactions-Temporary Out-of-State Advance (TP (TEMP))	Removed the gold copy of the itinerary from Shorts. (Per PAC)	Effective 1/1/04

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