



TO: All Financial Managers AC200404

FROM: Trina Brietske, Daily Processing Program Manager

DATE: March 5, 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

PROCEDURE	CHANGE	DATE
220.100 pg 31 Relocation Reimbursement Policy	Mileage changed to \$.14 cents. (Per IRS)	Effective 1/1/04
240.102 pg 6 Miscellaneous- Personnel Service Contracting	PCQ Form, regrouped the fields used by DAS-SAE for the Employer/Employee Relationship	Pg. revised 4/1/04

If you have any questions please feel free to contact me at (515) 281-4497 or email:

Trina.Brietske@iowa.gov