



AC201012

TO: Department Directors, Elected Officials, Financial Managers, & Purchasing Agents  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: May 27, 2010  
SUBJECT: State Accounting Policy and Procedure Manual Change

*Please share this information with the appropriate personnel.*

Below is a summary of a change directed by the Department of Management to the State Accounting Policy and Procedure Manual, effective July 1, 2010. This change requires DOM's approval on all lease-purchase buyouts of \$5,000 or more. This is a decrease from \$50,000 to \$5,000 for approvals.

**The effective date of this policy change is July 1, 2010.** Because claims are audited according to the rules that were in effect *at the time the expense occurred*, you must retain copies of current polices for use when processing claims with dates occurring before July 1, 2010.

Policies and Procedures are located in the DAS-SAE Accounting Policy and Procedure Manual at this link: [http://das.sae.iowa.gov/internal\\_services/policy\\_manual.html](http://das.sae.iowa.gov/internal_services/policy_manual.html). The updated policy is **temporarily** located at [001 - Updated Documents](#) for your review and will replace the Procedure 235.650 in the manual on July 1, 2010.

PROCEDURE	CHANGE July 1, 2010
235.650 – Year End Procedure Lease-Purchase Buyouts	New amount of \$5,000.

Please refer questions to me at (515) 281-4497 or email: [Trina.Brietske@iowa.gov](mailto:Trina.Brietske@iowa.gov).