



TO: All Financial Managers AC201605
FROM: Trina Brietske, Daily Processing Program Manager
DATE: May 18, 2016
SUBJECT: Accounting Policy and Procedure Manual Changes

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

Below is a summary of changes to procedures in the DAS-SAE Accounting Policy and Procedure Manual, which will become effective on July 1, 2016. The policies will be temporarily located in Section 001 Updated Documents at this location: [https://das.iowa.gov/sae-policies-procedures - 001 Updated Documents](https://das.iowa.gov/sae-policies-procedures-001-Updated-Documents). They will be permanently moved to the State Accounting Policy and Procedure Manual on their effective date of July 1, 2016.

These changes are a result of a Lean Event which eliminated the handwritten signatures and allows use of an electronic submission for these forms.

For your reference, the current policies remain located in the DAS State Accounting Policy and Procedure Manual at this link: <https://das.iowa.gov/state-accounting/sae-policies-procedures-manual>.

See the following for a description of the effected policies with noted changes.

| PROCEDURE | CHANGE |
|--|---|
| 200.000 – Table of Contents | 204.100, 204.101 Name change of the signator forms. Effective May 2016. |
| 204.000 – General Provisions - Table of Contents | 5. B. Name changed to Authorized Signator. Revised 5/16/16. 5. C. Name changed to Pre-Auditor’s Authorized Signator. Revised 5/16/16 |
| 204.100 – General Provisions - Authorized Signators | New process with list of signator names and electronic submittal to DAS-SAE. Effective 7/1/16. |
| 204.101 – General Provisions - Pre-Auditor’s Authorized Signators | New process with list of signator names and electronic submittal to DAS-SAE. Effective 7/1/16. |
| 290.000 – Index | Changed to Authorized Signators. Effective May 2016. |
| 295.000 – Effective Dates | Updated effective dates of policies included on this notice. Effective May 2016. |

If you have questions, please call me at (515) 281-4497 or email at Trina.Brietske@iowa.gov.