



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. 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.

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.