



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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September 29, 2000

**OFM DIRECTIVE 00A-06**

**TO:** Agency Directors and Policy Manual Holders

**FROM:** Sadie Rodriguez-Hawkins, Assistant Director  
Accounting Division

**SUBJECT: REVISIONS TO CHAPTER 40: E-COMMERCE: ELECTRONIC  
ACCEPTANCE AND DISBURSEMENT OF STATE FUNDS/BENEFITS, AND  
OTHER SECTIONS; ADDITION OF CHAPTER 65: FINANCIAL SERVICES  
AGREEMENTS**

We have revised and re-named Chapter 40, E-Commerce: Electronic Acceptance and Disbursement of State Funds/Benefits of the *State Administrative and Accounting Manual (SAAM)*. These changes are effective October 1, 2000.

Chapter 65: Financial Services Agreements has been added to SAAM. This new section is also effective October 1, 2000.

Chapter 15: Personal Service Contracts (Subsection 15.10.45.e) in SAAM was revised to include a privacy notice was added as notification to agencies that personal information about citizens collected by agencies must be safeguarded and disposed of in a manner consistent with Executive Order 00-03, April 25, 2000, and RCW 42.17.310.

Please replace the following pages as noted:

Table of Contents	Pages 1 - 5 (one copy for each volume)
Chapter 1	Pages 4 - 5
Chapter 15	Pages 7 - 8
Chapter 40	Entire chapter
Chapter 65	Entire chapter
Glossary	Pages 5 - 6, 13 - 14, 21 - 22 (one copy for each volume)
Forms Index	Pages 1 - 2 (one copy for each volume)

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All Office of Financial Management (OFM) directives and policies are available on our web site at <http://www.ofm.wa.gov/policies.htm>. We encourage you to use the on-line version of SAAM as it includes all technical corrections made between formal policy updates which are published under directives. The superseded policies and additional resources are also available on our Administrative & Accounting Resources web site at <http://www.ofm.wa.gov/policy/resource.htm>.

Questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency.

Attachments