



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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October 30, 2003

**OFM DIRECTIVE 03A-05**

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

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

**SUBJECT: CHAPTER 15, PERSONAL SERVICE CONTRACTS; CHAPTER 16,  
CLIENT SERVICE CONTRACTS; AND CHAPTER 85, ACCOUNTING  
PROCEDURES**

We are revising several chapters of the state of Washington's *State Administrative and Accounting Manual* (SAAM), issued by the Office of Financial Management (OFM). The effective date of these revisions is November 1, 2003. Please replace the applicable pages in your manual with these revisions.

Key changes to the policies include:

**CHAPTER 15: PERSONAL SERVICE CONTRACTS**

Subsection 15.30.90 (<http://www.ofm.wa.gov/policy/15.30.90.htm>)

- Eliminated the requirement to report to OFM the total number and dollar values of personal service contracts.
- Revised the filing chart for institutions of higher education to specify the correct state funded dollar amount for competitive contracts of \$20,000 or more, which causes the contract or amendment to be subject to filing.

## **CHAPTER 16: CLIENT SERVICE CONTRACTS**

### **Subsection 16.10.50.b** (<http://www.ofm.wa.gov/policy/16.10.50.htm>)

- Clarified requirements relating to reporting the total number and dollar values of client service contracts to OFM. Client service contracts of less than \$5,000 need not be reported to OFM. Those agencies that enter client service contract information in OFM's client service contract database (CSCD) do not need to submit any information on client service contracts to OFM as it can be retrieved directly from the CSCD.

## **CHAPTER 85: ACCOUNTING PROCEDURES**

### **Subsection 85.50.70** (<http://www.ofm.wa.gov/policy/85.50.70.htm>)

- Clarified policy related to the authorized use of local petty cash accounts.

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

All OFM directives and policies are available on our web site at <http://www.ofm.wa.gov/accounting/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 The superseded policies and additional resources are also available on our Administrative and Accounting Resources web site at <http://www.ofm.wa.gov/policy/resource.htm>.

Questions regarding policy content and proper interpretation of the contracting policies in Chapters 15 and 16 should be directed to the following OFM Contract staff:

Susan Johnsen	360-725-5258	<a href="mailto:susan.johnsen@ofm.wa.gov">susan.johnsen@ofm.wa.gov</a>
Laura Nelson	360-725-5259	<a href="mailto:laura.nelson@ofm.wa.gov">laura.nelson@ofm.wa.gov</a>
Jan McMullen	360-725-5260	<a href="mailto:jan.mcmullen@ofm.wa.gov">jan.mcmullen@ofm.wa.gov</a>

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

Attachments