



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

July 19, 2006

OFM DIRECTIVE 06A-03

TO: Agency Directors and Policy Manual Holders

FROM: Sadie Rodriguez-Hawkins, Assistant Director
Accounting Division

SUBJECT: CHAPTER 70.40 HIGHER EDUCATION ENROLLMENT REPORTING

We have added a new chapter to the *State Administrative and Accounting Manual (SAAM)*. Chapter 70.40, Higher Education Enrollment Reporting, is added to clarify reporting requirements to ensure consistency in enrollment reporting. Please refer to <http://www.ofm.wa.gov/policy/70.htm>, and replace the entire Chapter 70 in your manual.

The content in this chapter is the result of the work of a taskforce that included representatives of all four-year public institutions and has been effective for enrollment reporting since the Summer of 2005.

Questions regarding the policy content and proper interpretation of Chapter 70.40 should be directed to the following OFM Forecasting staff:

Irv Lefberg	(360) 902-0590	irv.lefberg@ofm.wa.gov
Pat Tasanasanta	(360) 902-0584	pat.tasanasanta@ofm.wa.gov
Carol Jenner	(360) 902-0601	carol.jenner@ofm.wa.gov

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.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at: <http://www.ofm.wa.gov/policy/default.asp>.

Additional resources are also available on our Administrative and Accounting Resources web site at: <http://www.ofm.wa.gov/resources/default.asp>.

Unless noted otherwise, questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency. You can find your agency's OFM Accounting Consultant at: <http://www.ofm.wa.gov/accounting/swa/swacontacts.asp>.

Attachments