



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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February 23, 2011

OFM DIRECTIVE 11A-03

TO: Agency Directors and Policy Manual Users

FROM: /s/ Wendy Jarrett, Statewide Accounting Manager
Accounting Division

SUBJECT: Meetings held in private facilities at no cost

We have revised Chapter 10, Travel, of the *State Administrative and Accounting Manual* (SAAM).

In Subsection 10.10.55, we eliminated the requirement for prior approval for meetings held in private facilities at no cost to comply with Engrossed Substitute House Bill (ESHB) 1086. This change is effective February 18, 2011.

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 All OFM directives, policies, technical corrections, and superseded policies are available at: 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 administrative and accounting resources are also available on OFM's website at: www.ofm.wa.gov/resources/default.asp.

If you are maintaining a hardcopy manual, a link to the replacement pages is available at: <http://www.ofm.wa.gov/policy/replacement-pages.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/swacontactsbyagency.asp>.