



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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June 30, 2011

**OFM DIRECTIVE 11A-06**

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

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

**SUBJECT: Chapter 10 - Travel; Chapter 15 - Personal Service Contracts; and Chapter 30 - Capital Assets**

The majority of the changes included under this directive relate to Engrossed Substitute House Bill (ESHB) 2921 which restricted out-of-state travel and training, personal service contracts, and equipment acquisitions during the 2009-11 biennium. Because these restrictions expire on June 30, 2011, they have been removed from the *State Administrative & Accounting Manual* (SAAM). However, Engrossed Second Substitute House Bill (E2SHB) 1371 provides for new restrictions on travel by board, commission, and committee members. All changes are effective July 1, 2011.

Key changes to the policies include:

**Chapter 10: Travel** (<http://www.ofm.wa.gov/policy/10.htm>)  
(Section 10.00 removed, and Sections 10.10, 10.60, 10.70)

- Removed travel restrictions related to ESHB 2921. (10.00 and 10.10.50)
- Removed language related to the approval process for private facilities for which a fee is charged. (10.10.55)
- Clarified language for charges on international flights to include charges assessed by airlines. (10.60.40)
- Revised travel restrictions for boards, commissions, or committees pursuant to E2SHB 1371. (10.70.00)

**Please note:** Given the current financial situation, the state is not adopting the POV mileage reimbursement rate increase set by the U.S. Treasury Department for July 1, 2011.

**Chapter 15: Personal Service Contracts** (<http://www.ofm.wa.gov/policy/15.htm>)  
(Section 15.00 removed)

- Removed personal service contract restrictions related to ESHB 2921. (15.00)

**Chapter 30: Capital Assets** (<http://www.ofm.wa.gov/policy/30.htm>)

(Section 30.00 removed, and Sections 30.40, and 30.50)

- Removed equipment acquisition restrictions related to ESHB 2921. (30.00)
- Added DVD and Blu-ray Players to small and attractive assets. (30.40.30)
- Added new commodity class code 5827, Global Navigation Satellite Systems (GPS-Global Positioning Systems); 8345, Flags and Pennants; and included DVD and Blu-ray players to commodity class codes 5835, 6921, 7730. (30.50.10)

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>.

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.

In addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website 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](http://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>.