



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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July 19, 2007

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

**FROM:** /s/ Pat Sanborn, Senior Executive Policy Coordinator  
Accounting Division

**SUBJECT: SAAM TECHNICAL CORRECTION**

The online version of Chapters 25, 60, and 75 in the *State Administrative & Accounting Manual* (SAAM) have been revised. A hard copy of these changes can be printed from the OFM website at: <http://www.ofm.wa.gov/policy/default.asp>.

Changes to the policy are as follows:

1. Chapter 25, Section 25.60, is effective **July 24, 2007**:

- **Section 25.60 – Garnishments and Wage Assignments:**  
(<http://www.ofm.wa.gov/policy/25.60.htm>)

The Federal minimum wage increase to \$5.85 per hour affects the exempt earnings calculations for writs of garnishment. The worksheets included in Subsection 25.60.50 have been updated to reflect this change.

**Please note:** This change affects wages paid on or after July 24, 2007, which means that the new exempt earning amounts must be used for the July 25<sup>th</sup> payday.

2. Chapter 60, Sections 60.20 and 60.30, was effective **July 1, 2007**, to reflect the current GA contracts:

- **Section 60.20 – Allowable Moving Costs:**  
(<http://www.ofm.wa.gov/policy/60.20.htm>)

Subsection 60.20.10 increases the maximum weight of household goods to 16,000 pounds, increases the maximum storage in transit to 90 days, and changes language on insurance for intrastate, interstate and international moves.

- **Section 60.30 – Paying Moving Costs:**  
(<http://www.ofm.wa.gov/policy/60.30.htm>)

Subsection 60.30.40 modifies language regarding insurance to reflect that current GA contracts provide insurance at no additional cost.

3. Chapter 75, Section 75.30, includes additional changes that were effective **July 1, 2007**:

- **Section 75.30 – Fund/Account Codes:**  
(<http://www.ofm.wa.gov/policy/75.30.htm>)

Subsections 75.30.50 and 75.30.60: Account 262 changes administering agency to Department of Labor and Industries (2350); and Account 728 changes title to “Manufactured Housing Account” and budget type to B “Non-Appropriated/Allotted.”

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 webpage 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>.