



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 1, 2009

TO: Agency Directors and Policy Manual Users

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

SUBJECT: SAAM TECHNICAL CORRECTION

The online version of Chapters 10 and 15 in the *State Administrative & Accounting Manual* (SAAM) has been revised. House Bill (HB) 2328 which is effective April 30, 2009, adds exceptions to the prohibitions and limitations placed on state agencies related to travel and training and personal services contracts. The provisions of HB 2328 are applicable to all agencies.

The changes are as follow:

Chapter 10: Travel (<http://www.ofm.wa.gov/policy/10.htm>)

- Revised Section 10.00, Out-of-State Travel Restrictions, to reflect that the out-of-state travel and training freeze does not apply to costs related to:
 - carrying out a court order,
 - travel by air into Washington state from any airport located in a contiguous state of which the largest city is part of a metropolitan statistical area with a city located in Washington state, or
 - motor vehicle and parking costs for single day state travel to a contiguous state or British Columbia, Canada.

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

- Revised Section 15.00, Personal Service Contract Restrictions, to reflect exemptions from the personal service contracts freeze related to:
 - hearing officers,
 - real estate appraisals or habitat assessments,
 - carrying out a court order,
 - information technology contracts related to the Information Services Board approved information technology project, or
 - Judicial Information System technology projects.

For questions regarding policy content and proper interpretation of the contract policies in Chapters 15 should be directed to the following OFM Contract Staff:

Susan Johnsen	(360) 725-5258	susan.johnsen@ofm.wa.gov
Laura Wood	(360) 725-5259	laura.wood@ofm.wa.gov
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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 All OFM directives, policies, technical corrections, and superseded policies are available at: www.ofm.wa.gov/policy/default.asp.

Additional resources are also available on our Administrative and Accounting Resources webpage at: 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: www.ofm.wa.gov/accounting/swa/swacontacts.asp.