



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

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OFM DIRECTIVE 07A-05

TO: Agency Directors and Policy Manual Holders

FROM: /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director
Accounting Division

**SUBJECT: CHAPTER 10 - TRAVEL; CHAPTER 12 - TRANSPORTATION;
CHAPTER 25 - PAYROLL; CHAPTER 30 - CAPITAL ASSETS; AND
CHAPTER 45 - PURCHASE CARDS**

We have revised several chapters of the *State Administrative and Accounting Manual (SAAM)*. These changes are effective October 1, 2007.

Key changes to the policies include:

CHAPTER 10: TRAVEL (<http://www.ofm.wa.gov/policy/10.htm>)
(Sections 10.10, 10.50, 10.90)

- Changed term “multi-card” to “one-card” to reflect changes in Chapter 45, Purchase Cards.
- Changed term “telecommuting” to “teleworking.”
- Revised the maximum lodging rates for all Washington locations. This is a result of changes adopted by the U.S. General Services Administration. The state Per Diem Map reflects this change, and is available on the Office of Financial Management's *Administrative and Accounting Resources* website at: <http://www.ofm.wa.gov/resources/travel.asp>.

CHAPTER 12: TRANSPORTATION (<http://www.ofm.wa.gov/policy/12.htm>)
(Sections 12.10, 12.20, and 12.50)

- Clarified who must comply with the policies.
- Clarified agency responsibilities for ensuring efficient and safe delivery of services.
- Added the requirement for agencies to manage the efficient and effective use of state owned vehicles when determining the number and nature of vehicles needed.
- Modified policy related to permanent assignment of state owned vehicles.
- Added requirement for the Department of General Administration State Motor Pool to provide certain information on motor pool vehicles assigned to agencies.
- Changed maximum value allowed for vehicles transferred between state agencies from the NADA value to book value.

CHAPTER 25: PAYROLL (<http://www.ofm.wa.gov/policy/25.htm>)

(Sections 25.40 and 25.70*)

- Added uniformed service shared leave pool policy.

* The change in Section 25.70 (Subsection 25.70.30) was issued in the technical correction on September 4, 2007, to correct the dollar limit for amounts due to deceased employees. The effective date of Subsection 25.70.30 is July 1, 2007.

CHAPTER 30: CAPITAL ASSETS (<http://www.ofm.wa.gov/policy/30.htm>)

(Section 30.50)

- Changed useful lives for select assets in Major Group 23 Motor Vehicles, Trailers and Cycles in Subsection 30.50.10. These changes are prospective and applicable only for vehicles acquired on or after October 1, 2007.

CHAPTER 45: PURCHASE CARDS (<http://www.ofm.wa.gov/policy/45.htm>)

- Added information on the acceptable use of purchase cards.
- Clarified the unacceptable use of purchase cards.
- Clarified agency and cardholder responsibilities when using a purchase card program.
- Clarified card issuance and added information on changing and cancelling cards.
- Defined internal controls and other spending limits and controls when using purchase cards.
- Added information related to rebate/incentive programs.
- Added information on documentation and records retention.
- Clarified responsibility for reporting lost or stolen cards.
- Clarified post audit function related to purchase card transactions and documentation.

Please replace the following pages in your policy manual:

Chapter 10	Entire chapter
Chapter 12	Entire chapter
Chapter 25	Table of contents and pages 19-38 and 57-68
Chapter 30	Table of contents and pages 21-42
Chapter 45	Entire chapter

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>.