



STATE OF WASHINGTON

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August 26, 2010

OFM DIRECTIVE 10A-11

TO: Agency Directors and Policy Manual Users

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

SUBJECT: Printing and copying equipment purchase and lease restrictions exemption request process

We have revised Chapter 30 (Capital Assets) of the *State Administration and Accounting Manual* (SAAM).

On February 15, 2010, the Governor signed Engrossed Substitute House Bill 2921 (ESHB 2921). This bill restricts purchases of equipment costing more than \$5,000. These restrictions including an exemption request process were incorporated in SAAM earlier this year.

In light of Section 710 of Engrossed Substitute Senate Bill 6444 (ESSB 6444) which requires OFM to generate statewide printing savings by implementing a printing strategy, we are revising the equipment freeze exemption process as it relates to printing and copying equipment.

Additional information related to the exemption request process for printing and copying equipment is contained in OFM Director Marty Brown's memorandum dated August 24, 2010.

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

- In Subsection 30.00.20, we added information related to the process for requesting an exemption to the printing and copying equipment purchase and lease restrictions.

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.

Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: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>.

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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/swacontacts.asp>.