



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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July 22, 2011

OFM DIRECTIVE 11A-08

TO: Agency Directors and Policy Manual Users

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

SUBJECT: Chapter 15 – Personal Service Contracts

We have revised Chapter 15, Personal Service Contracts, of the state of Washington's *State Administrative and Accounting Manual* (SAAM).

In accordance with House Bill 1770, we added language to Subsection 15.20.20.a, increasing the minimum threshold required for advertising on Washington's Electronic Business Solution (WEBS) to \$10,000. This change is effective July 22, 2011.

Questions regarding policy content and proper interpretation of the contract policies in Chapter 15 should be directed to the following OFM Contract staff:

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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 All OFM directives, policies, technical corrections, and superseded policies are available at: <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.

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>.