Quick Reference Guide:
Required agency internal policies, procedures, designations and/or documentation for capital assets, inventories, accounting, and other policies

The State Administrative and Accounting Manual (SAAM) requires agencies to have their own written internal policies, procedures, designations and/or documentation.

Capital Assets

30.10.40  Designation of Agency Inventory Officer to protect and control use of all capital assets.
30.20.70.c Useful lives for capital assets acquired in less than new condition.
30.40.20  Small and attractive assets policy.
30.40.45  Procedures for timely removal of capital assets from inventory.

Inventories

35.10.25  Designation of Agency Inventory Officer(s).
35.10.25  Definition of inventory control point.
35.10.40.b Definition of bench stock items excluded from inventory balance.
35.10.45  Method(s) selected for accounting and reporting for inventories.
35.10.45.f Document alternative inventory valuation method.

Accounting

Policies and procedures related to receipting/receivables:

85.20.10.a  Proper accounting when a cash receipt is not required to be issued.
85.20.20   Timely and efficient receipting.
85.54.35.a  Timely interagency billings.
85.54.50.b  Follow up of past due receivables.
85.54.55.c  Criteria for determining uncollectible receivables.
85.54.60.c  Only authorized adjustments to receivables.
85.54.60.g  Records retention for write-offs.

Policies and procedures related to expenditures/expenses/disbursements:

85.32.10   Expenditures/expenses and disbursements should be lawful, proper, recorded timely, prompt and accurate.
85.32.40.b Mathematical accuracy and proper recording.
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85.32.50.a Timely, accurate, and cost effective vendor payments.
85.36.30.f Records retention for Agency Payment Register and remittance advice.
85.36.30.g Detect and avoid duplicate payments to vendors (treasury accounts).
85.36.40.c Detect and avoid duplicate payments to vendors (local accounts).
85.38.80 Voiding and destroying signed warrants (OST and DIS).
85.90.60.c Timely, accurate, and cost effective interagency reimbursements.

Policies and procedures related to petty cash:
85.50.50.d Petty cash internal control procedures.
85.50.60.d Applying petty cash payments against payroll and travel.
85.50.70 Accounting for petty cash in local accounts (including treasury trust accounts).

Policies and procedures related to credit and debit cards, purchase cards, and financial services:
40.20.20 Credit cards and debit cards.
40.30.40 Purchase cards
65.10 Financial service agreements.
85.36.20 Controls over central travel accounts and/or One Card programs.

Policies and procedures related to meals, coffee and light refreshments:
70.10 Coffee and light refreshments at meetings and training sessions.
70.15 Meals with meetings.

Policies and procedures related to other policies:
85.38.50.b Reviewing canceled warrants/checks.
85.38.90 Controlling local checks.
85.74.10.a Vendor payment advances (SBCTC & colleges).
85.74.20.b Informing contractors about Escrow Agreements.