

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.d](#) 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.

Accounting

Policies and procedures related to receipting/receivables:

- [85.20.10](#) Handling of cash receipts.
- [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](#) Create 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](#) Ensure expenditures/expenses and disbursements are lawful, proper, recorded timely, prompt and accurate.
- [85.32.40.b](#) Mathematical accuracy and proper recording.

- [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
- [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.
- [85.74.20.a.\(3\)](#) Informing contractors about payment retention options.
- [85.74.20.b](#) Subsidiary record of retainage held.
- [85.74.20.d.\(3\)](#) Retain documents, supporting data, and records related to escrow accounts

For a quick reference guide on agency internal policies for travel, transportation, and related issues refer to: <https://ofm.wa.gov/accounting/travel/TRQuickRefGuideTravel.pdf>