



Memorandum

To: All Agencies

From: Paula Vrana [SIGNATURE ON FILE]
Commissioner

Date: January 3, 2024

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 108**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective January 1, 2024.

Capital Assets

AAM 55.080 – Leases. Minor updates to language discussing how to record leases in IRIS.

Travel

AAM 60.230 – Third Party Reimbursements. Updated language to reflect how to handle overpayments.

Procurement

AAM 81.500 – Requesting an Alternative Procurement Method. Updated language for delegation authority.

AAM 81.510 – Emergency Procurements. Updated language for clarity.

Questions or concerns about these updates may be directed to the Division of Finance at (907) 465-2240 or doa.dof@alaska.gov.