

Memorandum

Department of Administration Office of the Commissioner

To: All Agencies

Date: June 7, 2000

From: Robert Poe, Jr.
Commissioner
Department of Administration

Phone: 465-2200

Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL - TRANSMITTAL #28

This transmittal revises the Accounting System Information, Funds, Property, Plant and Equipment and Travel/Moving sections of the Administrative Manual. The revisions are effective July 1, 2000. The following are highlights of the changes.

- Section **AAM 10.035** has been added to the Accounting System Information section. It outlines archiving and records management requirements for accounting documents as this function is being fully delegated to each individual agency.
- Section **AAM 20.110**, the list of individual funds, has been eliminated.
- Section **AAM 20.010** refers the reader to the fund list in the Comprehensive Annual Financial Report which is updated annually.
- Section **AAM 55.025** has been added to the Property, Plant, & Equipment section to establish a policy setting the level at which fixed assets are capitalized.
- Section **AAM 55.030** was revised to more clearly define a capital lease.
- Section **AAM 55.040** was revised to set the level that extraordinary repairs, betterments, etc., are to be capitalized.
- Section **AAM 55.060** was revised to emphasize that the Division of General Services has published the requirements for state property control inventory in the State Property Control Handbook and State Property Control Manual.
- Section **AAM 60.190** is revised to increase the maximum amount which can be reimbursed for short-term actual lodging expenses without prior approval from \$200 to \$300.

- Section **AAM 60.335** was added to require that an Employee Move Authorization Request form be completed whenever an employee is being moved at state expense. This form highlights necessary information for both the employee and the state regarding the move, and to inform the employee of pertinent state moving policies. It also serves as notification to new employees of the requirement to repay the state for state-paid moving expenses in the event they voluntarily leave state service before completing two years of state employment.
- Section **AAM 60.340** is revised to change the title of the form to Moving Authorization/Assignment. It also highlights there are two separate forms, one for employees covered by the PSEA State Troopers bargaining agreement, and one for all other employees.
- Section **AAM 60.370** is revised only to change the title of the reference to the Moving Authorization/Assignment form.
- Section **AAM 60.380** is revised to remove the reference to the Moving Expense Reimbursement Agreement form. The information that was on this form is now contained in the Employee Move Authorization Request form (see AAM 60.335).

You should keep this memorandum as well as future transmittal memorandums in your manual for reference.