

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies
Date: October 13, 2004
From: Ray Matiashowski *RM*
for Commissioner
Department of Administration
File Ref:
Subject: Administrative Manual
Phone: 465-2200

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 43

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective October 16, 2004.

Expenditures

- AAM 35.110 – Remove time of 4:00 pm as specific cutoff and replaced with daily cutoff time established by Treasury Division.

Travel/Moving Section

- AAM 60.130 – Removed reference to state transportation request (STR).
- AAM 60.325 – Removed reference to the form for supervisory employees. Contract was revised to correspond to AAM, so a separate form is no longer required.

Procurement

- AAM 81.015 – New section regarding foreign outsourcing in state contracts for services.

Payroll

- AAM 240.010 – Section was rewritten to state that a standardized Personnel Action Request Form (PARF) will be used by all agencies.
- AAM 240.020 – Updated to reflect current practices.

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

RM/lp