



Memorandum

To: All Agencies

From: Curtis Thayer
Commissioner

Date: March 31, 2014

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 81**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective April 1, 2014.

Internal Controls

AAM 005 – Internal Controls. Adding a new section to the Administrative Manual addressing Internal Controls. This section outlines management's responsibility for establishing, identifying, and updating internal controls in their department/division.

Travel

AAM 060.030 – Refunds. Updating the number of days tickets will automatically be refunded to 30 days after the return date on the ticket from 60 days.

Procurement

AAM 081 & 082 – Procurement. Updated language throughout the procurement section, updated statute references, and increased dollar limits set throughout the sections. Also added a new section, 81.195 *Confidentiality of Trade Secrets and Proprietary Data*.

Transmittal memorandums are available, along with the entire Alaska Administrative Manual, at <http://doa.alaska.gov/dof/manuals/aam/index.html>.

CT/kh