

# Memorandum

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**To:** All Agencies

**Date:** January 7, 1998

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**From:** Mark Boyer  
Commissioner

**Phone:** 465-2200

**Subject:** Administrative Manual

## STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 20

The attached transmittal revises two sections of the Administrative Manual. The revisions are effective beginning October 1, 1997. Please replace the sections that are currently in your manual with the updated sections.

Section **AAM 10.050** is revised to due to the reorganization of the Office of Management and Budget.

Section **AAM 60.290** is revised to clarify the proper recording of third party payments for state travel expenditures.

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

Additional copies of the revised sections may be purchased from Forms Management.

MB/JT/cfm

cc: Division of Finance  
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