

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies
Date: September 30, 2011
From: Rebecca Hultberg
Commissioner
Department of Administration
Phone: 465-2200
Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 72

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective October 1, 2011.

Payment Methods

AAM 38.240 – International Payments. Added information required on the Authorization to Disburse memos for international wire transfers and international bank drafts. Clarifying language was added regarding the posting of a treasury journal entry plus some minor changes to reflect current processes.

Cash

AAM 50.120 – Drawdown of Federal Funds. Revised to state Cash Management Section completes all forms, including forms completed on a web site and submitted online. Delegation of these duties is at the discretion of the Treasury Cash Manager.

AAM 50.130 – ACH and Wire Transfers. Added policy stating that any form to be filled out that requires banking information must be completed by Treasury Cash Management, including forms to be filled out on a website and submitted online. Delegation of these duties is at the discretion of the Treasury Cash Manager. Removed language explaining why one-time payments should be wire transfers and recurring payments should be ACH. Modified the one day advance notification of Cash Management Section to be 2:00pm for EFT transfers.

Travel

AAM 60.240 – Lodging Types and Rates. Clarification was added that only those room rates of \$300, excluding taxes, must be approved in advance by the director of the Division of Finance.

Personnel Section

100.120 – Reference Checks. Performed general edits and updated the division name and Pre-Employment Certification form title. Clarifies an applicant authorizes a reference check upon submission of a Workplace Alaska application and/or on the Pre-Employment Certification.

Payroll Section

240.010 – The Personnel Action Request Form. Performed general edits and updated the name of work unit

240.020 – The Personnel Action Report. Performed general edits and updated the division name.

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

RH/lp