



## Memorandum

To: All Agencies

From: Becky Hultberg  
Commissioner

Date: September 28, 2012

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 76**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective October 1, 2012.

### Expenditures

**AAM 35.110 – Foreign Exchange Rate.** Revised section to have agencies obtain a foreign exchange rate estimate from a recognized financial source/media on the internet rather than by calling the bank.

### Payment Methods

**AAM 38.010 – Overview of Payment Methods.** Removed language explaining that all payment methods except paper warrants would qualify as electronic payments. Revised language requiring agencies to notify Cash Management about large payment transactions over \$2,000,000. The thresholds were previously \$1,000,000 for warrants and \$10,000,000 for Financial Electronic Data Interchange transactions.

**AAM 38.185 – Holder-in-Due-Course.** Clarified that the Division of Finance works with the bank or check cashing institution on Holder-in-Due Course warrant issues, and removed language requiring the Division of Finance to include Cash Management in this process.

**AAM 38.345 – One Card Alaska Reconciliation, Approval, and Payment Process.** Modified section to reflect current policy. As of 12/31/2011, 1099 reporting for credit cards purchases is now the responsibility of the related bank; therefore, no 1099 deadline is imposed for internal processing, but it does remain a best practice to timely clear these by calendar year end.

### **Travel**

**AAM 60.050 - Travel Purchase Policies and 60.060 – Payment Methods for Transportation and Expenses.** These sections were modified to reflect how the Alaska Airlines miles are currently tracked and used.

### **Leave Accounting**

**AAM 280.280 – Donated Leave Usage.** Removed language indicating that donated leave is not subject to the thirty or ninety day eligibility requirements. Donated leave may not be used during this initial eligibility period.

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

BH/lp