

EXECUTIVE ASSISTANT'S MANUAL

March 2016



Presented by



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CHAPTER 1 – SUPPORT NETWORKS

DEPARTMENT OF ENTERPRISE SERVICES

The Department of Enterprise Services is responsible for a variety of services that support the operations of other state agencies and enable them to focus on their core missions. We consider ourselves to be partners providing expertise in essential services that would otherwise need to be provided by the agencies themselves.

We successfully guide our customers through all operational processes while stretching their resources. We strive to always come through for our customers, which means we keep the promise we make, we keep them informed on our progress and we get the job done according to our promise. By doing our job well, we give our customers more time and resources to do theirs.

VISION

We enable government to best serve the people of Washington

MISSION

To deliver innovative, responsive, cost-effective and integrated solutions and services to meet the diverse needs of our customers.

GOALS

- Deliver exceptional services
- Reduce the overall cost of government operations
- Engage and support employees
- Keep improving

VALUES

- Openness – Listen and communicate to promote understanding, transparency and trust.
- Integrity – Act with honesty, fairness, accountability and the highest ethical standards.
- Collaboration – Work together to achieve shared goals.
- Respect – Treat everyone professionally and value each other's efforts and ideas.
- Excellence – Exemplify teamwork, commitment and responsiveness in the pursuit of quality.
- Innovation – Encourage creativity and informed risk-taking.

SERVICES – WHAT SERVICES DOES DES PROVIDED

CONTRACTING & PURCHASING

- [Bid Opportunities](#)
- [Doing Business with the State](#)
- [Policies , Training & Resources](#)
- [Purchasing](#)

PRINTING & MAIL

- [Mail Services](#)
- [Printing & Imaging](#)
- [Print Online Ordering](#)

FACILITIES & LEASING

- [Capitol Campus](#)
- [Construction & Public Works](#)
- [Public Works Design & Construction](#)
- [Real Estate Services](#)

RISK MANAGEMENT

- [File a Claim](#)
- [Insurance for State Agencies](#)
- [Local Government Self-Insurance](#)
- [State Vehicles and Drivers](#)

HR, FINANCE & LEAN

- [State Employee Services](#)
- [Payroll](#)
- [Small Agency Services](#)

SURPLUS

- [Buy Surplus](#)
- [Dispose of Surplus](#)
- [Online Auction](#)
- [Store Hours and Location](#)

TRAINING

- [Browse by Course Title](#)
- [Browse by Category](#)
- [Learning Management System](#)
- [Online Trainings](#)

TRAVEL, CARS & PARKING

- [Fleet Operations](#)
- [Parking](#)
- [Reserve or Rent a Vehicle](#)
- [Travel on State Business](#)

FOR MORE INFORMATION, VISIT:

Department of Enterprise Services web site at <http://www.des.wa.gov>

SMALL AGENCY FINANCIAL SERVICES

Small Agency Financial Services provides efficient, centrally located accounting, budgeting, and payroll services for over 40 small agencies. As a result, small agencies are better able to focus their limited resources on their missions, strategic plans, and most importantly, their customers.

SERVICES PROVIDED

ACCOUNTING

- Expenditure/Disbursements including vendor payments, employee and commissioner travel, and other state agency payments.
- Revenue including invoicing, accounts receivable, and deposits/cash receipts.
- Fixed Asset Accounting.
- Bank Statement Reconciliations for Local Accounts.
- Financial Reporting.
- Federal Grant Reporting and Disclosure.
- Miscellaneous Income (Federal Form 1099) and Excise Tax Reporting.
- General Ledger Reconciliations.

BUDGETING

- Biennial & Supplemental Budget Development Assistance.
- Fiscal Note Preparation & Coordination Assistance.
- Allotment Preparation.
- Financial Report Analysis and Monitoring.
- Fiscal Year Close and Financial Disclosures
- Consultation on Policy Development
- Fiscal Year Projections

PAYROLL

- Enter information for employers
- Supply information on payroll changes to agencies.
- Enter attendance.
- Prepare semi-monthly payroll.
- Process insurance and benefits information.
- Prepare state and federal reports.
- Reconcile the payroll funds, retirement and withholding.

SERVICE OBJECTIVES

- Partner with agency to maintain fiscal integrity and separation of duties.
- Share information freely between the two agencies.
- Serve as an advocate for small agencies.
- Ensure compliance with state and federal laws and generally accepted accounting principles.
- Send financial reports monthly.
- Meet with agencies quarterly.
- Attend Commission/Board meetings at agencies' request.

FOR MORE INFORMATION, CONTACT:

Gwen McClanahan, Manager at (360) 407-8132 or gwen.mcclanahan@des.wa.gov

SMALL AGENCY HR SERVICES

Small Agency Human Resources (HR) Services provides personnel services, consultation, and technical support to agencies that do not have the staff or resources to assist their employees in the area of Human Resources.

Your agency selects an HR Liaison to work closely with the [assigned DES HR Consultant](#) on all HR issues. Agency management will consult on decisions concerning:

- Recruitment
- Appointments and terminations
- Classification, including establishing new positions and reallocations
- Shared leave, Family and Medical Leave, reasonable accommodation, and workers' compensation

SERVICES PROVIDED

- **HRMS DATA ENTRY**

Provide timely HRMS data entry services including entering all personnel and position actions, i.e. new hires, promotions, in-trainings, reallocations, adjusting seniority dates creating and reallocating positions.

- **RECRUITMENT**

Provide recruitment services including planning, posting on careers.wa.gov, assessment and selection of candidates, and appointment letters.

- **CLASSIFICATION**

Determine position allocations. Provide consultation on the development of position descriptions. Provide desk audits when needed. Assist with WMS and EMS evaluations and banding.

- **EMPLOYEE RELATIONS**

Rules, guidance, and interpretation for non-represented state employees. In consultation with the Labor Relations Office, assist with guidance for represented employees.

- **PERFORMANCE MANAGEMENT**

Consult on performance development planning and corrective or disciplinary actions.

- **POLICY DEVELOPMENT**

Ensure that agency HR policies meet federal and state legal requirements and provide templates for your use.

- **HR ADMINISTRATION**

Maintain personnel forms, required communications with employees, organizational charts, and assist with requests for Shared Leave, Family and Medical Leave, reasonable accommodations and return to work issues.

- **WORKFORCE MANAGEMENT SUPPORT**

Assist with just in time HR projects such as temporary layoffs and hiring freezes.

- **WORKFORCE DATA ANALYSIS**

Retrieve data from HR database, provide reports and analysis as needed to assist agency.

For More Information, visit or contact:

DES Web Site – www.des.wa.gov

Anita Bingham, Manager at (360) 407-9215 or anita.bingham@des.wa.gov

PRINTING AND IMAGING

The Printing & Imaging program main plant is located at 7580 New Market Street in Tumwater. We provide skilled, one-stop service to complete your job from design to distribution.

- High Quality Digital Printers / Quick copies (Color and Black & White)
- [Large volume and specialized printing](#)
- [Envelopes](#)
- [Posters, mounting and laminating](#)
- [Fulfillment](#) - production, storage, and on-demand shipping of finished items

ADVICE AND ESTIMATES

- [Customer support](#)
- [Copy center price list](#)
- [Request an estimate](#)
- Printing [resource center](#)

ONLINE ORDERING

DES Printing and Imaging offers secure online shopping to give you fast, convenient access to our services any time, any place. These applications give you the power to create and manage a wide variety of printing tasks in one central location, from any computer with Internet access.

- [myPRINT](#): Create, submit, and manage print orders from your desk any time of day or night. (Registration required)
- [myFULFILLMENT](#): Order from a catalog of thousands of finished items offered by Washington state agencies, including publications, videos, CDs and educational material. For more information, please contact [Jennifer Forté](#) at (360) 664-4334
- [PRTonline](#): Use design templates and an online catalog system to build custom-printed business cards, letterhead and other documents. Then view a proof, place your order, and even track the status of your job from the same central location. Your username and password give you access to the system and ensure you see only the templates and catalog options that relate to your organization. For more information, or to set up a new account, please contact your [Customer Service Representative \(CSR\)](#) by calling (360) 664-4343.

For More Information, visit:

DES Web Site – <http://des.wa.gov/services/PrintingMail/printing/Pages/PrintingServices.aspx>

TECHNOLOGY LEASING

DESCRIPTION

The Department of Enterprise Services (DES) [Technology Leasing Program](#) helps state agencies and public institutions of higher education, city and county governments, and local school districts avoid large cash outlays by spreading the costs associated with procuring desktop and laptop personal computers, monitors, printers, and servers across two or three biennial budgets.

While the [Office of Financial Management](#) sets standard life cycles for specific systems, industry analysts say effective leasing strategies can reduce technology costs by up to 15 percent.

With the DES leasing program, agencies have a cost-effective solution for:

- Replacing old or obsolete systems
- Obtaining new systems to meet new requirements
- Managing assets

This approach for replacing technology helps our customers meet state and local technology standards while reducing costs associated with asset management and procurement.

Here are links to:

- [Leasing 101 Overview](#)
- [Leasing FAQs](#)

Technology Leasing Contacts:

George Schuetz
(360) 407-8721

Aaron Pittelkau
(360) 407-8712

Jim Morgan
(360) 407-9458

PROCUREMENT TRAINING INFORMATION

DESCRIPTION

In accordance with [RCW 39.26.110](#), DES provides expertise and training on best practices for state procurement. State agencies must require agency employees responsible for developing, executing or managing procurement, to complete DES-approved training or certification programs. No agency employee may execute or manage contracts unless the employee has met the training or certification requirements.

If you have any questions regarding procurement training, please contact Cheryl Shaw at (360) 407-9376 or Cheryl.shaw@des.wa.gov. Please see the Procurement and Contract Training webpage at <http://des.wa.gov/about/pi/ProcurementReform/Pages/PRTTraining.aspx>.

CONSOLIDATED TECHNOLOGY SERVICES (CTS) / WASHINGTON TECHNOLOGY SERVICES (WATECH)

Consolidated Technology Services (CTS) is one of the newest agencies in Washington state government. The Legislature changed how information technology is planned, developed, implemented, funded and maintained in Washington State government through the passage of ESSB 5931 in June, 2011. ESSB 5931 defines how information technology will be administered with emphasis on consolidation, efficiencies and using the private sector where it makes sense.

VISION

The information technology partner of choice for agencies in the State of Washington.

MISSION

Provide innovative technologies and support to our customers through competitive services that deliver measurable value.

VALUES

- Guided by the customer's needs for the services we provide and the delivery of value to the enterprise
- Providing technology and service leadership for our customers
- Competitively focused on price, quality, reliability, and customer satisfaction
- Accountable to ourselves and our customers to deliver on our commitments and are transparent in our actions
- Actively seeking and respectful of the views of others
- Focused on continuously improving our knowledge, technologies, and services
- Professionals; highly-skilled, adaptable, and committed to getting the job done
- Committed to recognizing and celebrating accomplishments

PRINCIPLES

- Consolidate and standardize technology
- Provide competitive cost for equivalent service
- Promote productive customer relationships
- Design and deliver reliable services
- Be transparent in costs and outcomes

PRODUCTS AND SERVICES

COMMUNICATIONS

All your communication needs – telephone service, voice mail, email, teleconferencing, video/web conferencing – can be found here.

DATA PROCESSING

Any mainframe bulk data processing service that creates an output, such as: warrants, letters, personalized forms, reports, and data archives.

NETWORKS

Establish connections to State Government Networks, the Enterprise Active Directory, and server hosting in the State Data Center.

REMOTE ACCESS

Create connections to your organization's data, applications, and networks over the Internet via secure methods.

SECURITY

Solutions to keep your agency's data, firewall, and transactions safe from malicious attacks on-site or when connected to the public Internet.

STORAGE & BACKUP

Obtain space to store your organization's data, and a way to protect it against loss.

WEB

Requesting a URL, Shared Webhosting, and several content management systems to create your organization's presence for the Internet.

FOR MORE INFORMATION, VISIT:

Consolidated Technology Services web site at <http://www.cts.wa.gov>

IMPORTANT WEB SITES

OFFICE OF FINANCIAL MANAGEMENT

State Administrative and Accounting Manual (SAAM)

<http://www.ofm.wa.gov/policy/default.asp>

OFM\DES Training

<http://www.ofm.wa.gov/training/default.asp>

Administrative and Accounting Resources

<http://www.ofm.wa.gov/resources/default.asp>

WASHINGTON STATE LEGISLATURE

Revised Code of Washington (RCW)

<http://apps.leg.wa.gov/rcw>

Washington Administrative Code (WAC)

<http://apps.leg.wa.gov/wac>

CENTRAL SERVICE AGENCIES

Dept. of Corrections

<http://www.doc.wa.gov>

Executive Ethics Board

<http://www.ethics.wa.gov>

Health Care Authority

<http://www.hca.wa.gov>

Office of Administrative Hearings

<http://www.oah.wa.gov>

Office of the Attorney General

<http://www.atg.wa.gov>

Office of the Secretary of the State

<http://www.secstate.wa.gov>

Dept. of Retirement Systems

<http://www.drs.wa.gov>

Office of the State Auditor

<http://www.sao.wa.gov>

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CHAPTER 2 – CHART OF ACCOUNTS

CHART OF ACCOUNTS

A chart of accounts is a coding system designed to track revenues and expenses. It provides information on the agency's financial status to assist management in making good financial decisions. It should also provide information to meet your agency's financial reporting needs. Some important elements in the chart of accounts are:

- Fund/Account Codes
- Expenditure Authority Codes
- Object Structure
- Program Structure
- Revenue Structure

Fund/Account Codes – These are a bit like your bank account number. It designates the pot of money the agency will use to pay expenses or where money the agency receives will be deposited. Refer to SAAM [Section 75.30](#) for the authorized statewide fund/account codes.

Expenditure Authority Codes – The state uses these codes to identify the legislative or executive authorization to spend. The Office of Financial Management (OFM) assigns expenditure authority codes specifically for an agency each biennium.

Object Structure – These codes are used to classify expenses. Object structure has three levels. The first two levels, Object and Subobject, are the same for all state agencies. Refer to SAAM [Section 75.70](#) for the authorized statewide object/subobject codes. The third level, called sub-subobject, is used to identify a particular expenditure item within a subobject. The lowest coding level is usually determined by agency need.

Program Structure – This helps agencies to identify the cost of major activities or functions within the agency. Program structure has five possible levels of detail. Those levels are summarized in a single Program Index Code.

Revenue Structure - These codes are used to identify where revenue is derived. Revenue structure has three levels. The first two levels, Major Source and Source, are the same for all state agencies. Refer to SAAM [Section 75.80](#) for the authorized statewide revenue source codes. The third level, called sub-source, is used to identify a particular revenue item within a Source. The lowest coding level is usually determined by agency need.

Project Structure - Used to identify tasks for which there are specific results. They can be used over multiple years and biennia to accumulate transaction results over time. For this reason, they are often used in tracking grant expenses. Project structure has three possible levels. Agency use of project codes is optional.

Master Index – A master index is a combination of the coding elements above used to assist us to consistently and accurately code expenses or revenue.

OBJECTS / SUBOBJECTS

Descriptions of objects can be found in [SAAM 75.70.20](#).

- 9999 Recoveries

A- SALARIES

AA	State Classified
AC	State Exempt
AE	State Special
AL	Work Study
AR	Elected Officials
AS	Sick Leave Buyout
AT	Terminal Leave
AU	Overtime

B- BENEFITS

BA	OASI
BB	Retirement and Pensions
BC	Medical Aid and Industrial Insurance
BD	Health, Life, and Disability Insurance (includes FSA Admin fee)
BE	Allowances
BE SW21	Commute Trip Reduction - Cash Incentive Program
BE SW22	Cellular Devices
BF	Unemployment
BH	Medicare
BT	Shared Leave Provided – Sick Leave
BU	Shared Leave Provided – Personal Holiday
BV	Shared Leave Provided – Annual Leave
BW	Shared Leave Received
BZ	Other Employee Benefits – Annual DRS OASI Admin fee

C – PERSONAL SERVICE CONTRACTS

CA	Management and Organizational Services
CB	Legal Service and Expert Witnesses
CC	Financial Services
CD	Computer and Information Services
CF	Technical Research
CH	Communications Services
CJ	Employee Training Services
CZ	Other Personal Service Contracts

E – GOODS AND SERVICES

EA	Supplies (Paper, Toner, Misc Equipment <\$100, Books, Energy Surcharge)
EB-0001	Communications – Telephone (Blackberries, WTS SCAN & Central Office, Cell phones, Private phone companies) <\$1
EB-0002	Communications – Postage (Pitney Bowes rentals, Post Office Boxes, Postage)
EB-0003	Communications – Internet (Internet Service, Non-State Agency Web Hosting and Domain Fees, Access WA, DES/WTS Charge, Routers, Modems, Conferencing over web, WaMAS)
EB-0004	Communications – Others (FedEx, UPS, Pagers, Fax, TV Cable)
EC	Utilities (City Water, Electricity, Garbage, Recycling, Shredding, does not include DES charges)
ED	Rentals and Leases – Office Space (includes DES Maintenance and Operations charges)
EE-0001	Repairs and Maintenance – IT Hardware - Computers
EE-0002	Repairs and Maintenance – IT Website updates (after developed)
EE-0003	Repairs and Maintenance – Other (Copiers, Telephones)
EF	Printing and Reproduction – Contractual Printing (DES Printer, copy costs)
EG-0001	IT Employee Professional Development and Training (membership dues, service pins, tuition reimbursement, includes subscription with membership dues, non-taxable recognition awards)
EG-0002	Non-IT Employee Professional Development and Training (membership dues, service pins, tuition reimbursement, includes subscription with membership dues, non-taxable recognition awards, IT training for non-IT employees)
EH-0001	Rentals and Leases – Furnishings, Office Equipment, Copiers
EH-0002	Rentals and Leases – Other (Meeting rooms, rented pallets, non-employee parking)
EH-0003	IT Hardware Leases
EJ	Subscriptions (Matthew Bender, Lexus/Nexus, Leg Link)
EK-0001	DES Facilities and Services/Campus Surcharge/Monthly Real Estate/DES Utilities
EK-0002	DES Campus Mail
EK-0003	DES Other (Parking, window washing, tenant improvements, PAF, Real Estate-non monthly, DES contracts fee)
EL-0001	Data Processing Services – DES Enterprise Systems (Financial, Payroll, HRMS Surcharge)
EL-0002	Data Processing Services – WTS Mainframe Services >\$1
EL-0004	Data Processing Services – Other (JLS, OFM/OCIO policy fee, State Agency Hosting, Network, and Web Services, TLA & Core Financials Replacement, Security Gateways, SDC))
EM	Attorney General Services
EN-0001	DES – Annual Personnel Fees
EN-0002	DES - Small Agency Human Resource Services
EN-0003	OFM – Labor Relations Fees
EP-0001	Risk Management

EP-0002	Self Insurance
EP-0003	Insurance – Other (Fidelity Bonds, Private)
ER-0001	Other Purchased Services – Court Reporter, Other Legal Services (Attorneys coded CB)
ER-0003	Other Purchased Services – Janitorial Service
ER-0004	Other Purchased Services – DES Small Agency Financial Services
ER-0005	Other Purchased Services – IT Support Hardware
ER-0006	Other Purchased Services – IT Website Development
ER-0007	Other Purchased Services – Other (Security, Private Notary Fees, Press Clippings, Interpreter)
ER-0008	Other Purchased Services – Temporary Staff Services
ER-SW31	Other Purchased Services – Employee Parking
ES	Vehicle Maintenance and Operating Costs (Agency Vehicles Only)
ET	Audit Services
EW	Archives and Records Management Services
EV	Administrative Hearings Services
EX	OMWBE Services
EY	Software Maintenance and Leases (useful life of 1 year or less)
EZ	Other Goods and Services (Advertising, Late Fees)

G – TRAVEL

GA	In-State Subsistence and Lodging
GA SW41	In-State Subsistence (Taxable Meals)
GA SW42	In-State Subsistence (Taxable Meals for Boards & Commissioners)
GB	In-State Air Transportation
GC	Private Auto Mileage
GD	Other Travel Expenses (Ferry, Bus, Parking, Tolls, Telephone, Light meals and refreshments, Employee relocation fees, interviewing charges, Car Rental)
GF	Out-of-State Subsistence and Lodging
GG	Out-of-State Air Transportation
GN	Motor Pool Services

J – CAPITAL OUTLAYS

JA-0001	IT Equipment (Between \$100 and \$5,000 each, items under \$100 charge to EA)
JA-0003	Other (Furniture/Printers/etc under \$5,000 each)
JB	Software (Under \$5,000 each), 2 year or more software leases, Apps for tablet & phone
JC-0001	IT Equipment (Over \$5,000 each)
JC-0003	Other (Furniture/Printers/etc over \$5,000 each)
JQ	Software (Over \$1 million)

N – GRANTS AND BENEFITS

- NZ Other Grants and Benefits
- NZ SW91 Taxable employee recognition awards

S – INTERAGENCY REIMBURSEMENT

- SA-* Salaries and Wages
- SB-* Benefits
- SC-* Personal Service Contracts
- SE-* Goods and Services
- SG-* Travel
- SJ-* Equipment
- SN-* Grants

*Use the paying agency’s three-digit number for the sub-sub-object.

T – INTRA-AGENCY REIMBURSEMENTS

- TA Salaries and Wages
- TB Employee Benefits
- TE Goods and Other Services

FOR DETAILED LISTING AND DEFINITIONS, VISIT:

Office of Financial Management’s web site at <http://www.ofm.wa.gov/policy/75.70.htm>

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CHAPTER 3 – PAYROLL & PERSONNEL

NEW HIRE PACKET

DESCRIPTION

A packet containing information to get a newly hired employed enrolled in the state's benefits programs and paid. The packet contains the following:

- Health, Life, Long-Term Disability, and Retirement forms and booklets
- Direct deposit form
- Miscellaneous information from the Health Care Authority
- Employment eligibility verification form (I-9)
- Federal Withholding Tax form (W-4)
- Retirement Status form
- PEBB Worksheet
- Emergency Contact Information
- Whistleblower Information
- Liaison Letter
- Employee Letter
- Children's Health Insurance Program Notice (CHIP)
- Notice of the Benefit Exchange

*This packet and its contents are subject to change

AGENCY RESPONSIBILITIES

- Notify DES budget analyst when thinking of hiring new or additional staff to ensure it is incorporated into the budget plan.
- Notify DES payroll each time the agency hires a new employee.
- Have the new employee complete each form in the package that pertains to them.
- Confirm that each form is completed accurately.
- Send the completed forms, with the exception of the I-9 and emergency contact form to DES IMMEDIATELY, once you have received the forms from the employee. Keep the I-9 and emergency contact forms with the employee's personnel file.
 - Email to DESSACSPayroll@des.wa.gov
 - Fax to (360)-586-0021 Attn: DES/[Payroll Analyst Name](#)
 - Mail to:
DES/ [Payroll Analyst Name](#)
PO Box 41465
Olympia, WA 98504-1465

QUICK REFERENCE GUIDE – WHERE TO SEND HR AND PAYROLL DOCUMENTS

Human Resources (HR)

Fax: (360) 407-9176

Email: SAA@des.wa.gov

New hires
Separations
Address changes
Position changes / establishment
Pay changes
Title changes
Important date changes

- Periodic increment date (PID)
- Anniversary date
- Seniority date

Coding changes
Org key changes
Name changes
Family Medical Leave (FMLA)

Payroll

Fax: (360) 586-0055

Email: DESSACSPayroll@des.wa.gov

W-4 form
EFT (Direct Deposit)
Insurance forms

- Medical/dental enrollment
- Life insurance / LTD
- PEBB worksheet

Retirement forms

- Enrollment
- Beneficiary designation
- Status form

Timesheets/Overtime requests
Leave requests/Attendance Reports
Schedule Changes
Extra Pay
Event/Incentive Pay
Commission/Board Pay
Shared leave donation forms
Verification of Employment
Garnishments
Sick leave buyout
Commute trip reduction
VEBA
Cell phone stipends
AFLAC
Union Dues
GET: Guaranteed Education Tuition
payroll deduction forms.

Send Directly to Vendor

Deferred compensation
Flexible spending account
Charity deductions
DCAP

PERSONNEL/PAYROLL DATA SHEET (PPDS)

DESCRIPTION

Form used to record personnel/payroll actions, such as new hires, personal data changes, salary adjustments, terminations, transfers, benefit eligibility changes.

AGENCY RESPONSIBILITIES

- Complete the [PPDS](#) each time there is a change in an employee's personnel or payroll status.
- Review for completeness and accuracy before submitting to DES.
- Have the agency director or designee sign.
- Send the completed [PPDS](#) and supporting documentation IMMEDIATELY. This form must be completed in Microsoft Word format. This form is due BEFORE Payroll cutoff. If you must complete a PPDS during payroll cutoff, communicate the late submission to both your HR consultant and your Payroll Analyst.
 - Email to: SAA@des.wa.gov
 - Fax to (360)-407-9176
Attn: DES/[HR Consultant Name](#)
 - Mail to:
DES/ [HR Consultant Name](#)
PO Box 41407
Olympia, WA 98504-1407

POSITION UPDATE/CHANGE FORM

DESCRIPTION

Form used to record position updates or changes.

AGENCY RESPONSIBILITIES

- Complete the [form](#) each time there is a change or update to position in the agency.
- Review the form for completeness and accuracy before submitting to DES.
- Have the agency director or designee sign the form.
- Send the completed [PPDS](#) and supporting documentation to DES IMMEDIATELY. The form must be completed in in Microsoft Word format, and submitted BEFORE Payroll cutoff. If you must complete a PPDS during payroll cutoff, communicate the late submission to both your HR consultant and your Payroll Analyst.
 - Email to SAA@des.wa.gov
 - Fax to (360)-407-9176
 - Attn: DES/[HR Consultant Name](#)
 - Mail to:
 - DES/ [HR Consultant Name](#)
 - PO Box 41407
 - Olympia, WA 98504-1407

PAYROLL TIMESHEET

DESCRIPTION

Forms used to show the number of hours an employee works in a pay period.

AGENCY RESPONSIBILITIES

- The employee must:
 - Complete the [form](#) daily to show the number of paid hours worked that day.
 - Sign the form in ink at the end of the pay period, or employment, whichever is first.
 - Give to the supervisor for approval.
- The supervisor must:
 - Review the form for accuracy and completeness.
 - Discuss any discrepancies with the employees.
 - Indicate their approval of the Timesheet by signing the form.
 - Send the signed original to DES for processing at the end of each pay period.
- The supervisor or designee must:
 - Review the timesheet for the employee and supervisor signatures.
 - Send the timesheet to DES by 10:00 a.m. on the first business day following the pay period.
 - Email to DESSACSPayroll@des.wa.gov
 - Fax to (360) 586-0055
Attn: DES/[Payroll Analyst Name](#)
 - Mail to:
DES/ [Payroll Analyst Name](#)
PO Box 41465
Olympia, WA 98504-1465

For Work Study Timesheets Only:

- The payroll analyst must:
 - Complete the pay and tax information for the employee.
 - Send the timesheet back with the pay check to the agency.
- The supervisor or designee must:
 - Send the timesheet to the employee's school

PAYROLL CUT-OFF EMAIL

DESCRIPTION

A reminder sent from DES twice a month that shows the due dates for payroll related actions. The email will always ask for:

- Overtime hours.
- Leave without pay hours.
- New hires and terminations.
- Commissioner and board member pay (see next page for an example).
- Hours worked by hourly employees and work study students.

The email may also include due dates and reminders for:

- The previous month's attendance report.
- Sick leave buyouts.
- Open enrollment.
- Compensatory leave buyout.
- Miscellaneous payroll information

AGENCY RESPONSIBILITIES

- Read the email.
- Send items requested by the date due.
- Provide DES with contact information updates when job duties change at the agency to ensure the email reaches the appropriate person. Be sure to provide DES with backup contact information in case your primary contact is unavailable.



STATE OF WASHINGTON

ANY AGENCY

123 Any Street, PO Box 56789 ■ Olympia, Washington 98504 ■ (360) 123-4567

May 1, 2011

To: SAFS Payroll
From: Agency Director
Subject: Commissioner Salaries

Please pay the Commissioners as follows:

Commissioner A	4/21/11	\$ 50	Travel Day (5 hours)
	4/22/11	<u>\$100</u>	Regular Commission Meeting(8 hours)
		\$150	
Commissioner B	4/21/11	\$ 50	Travel Day (1 hour)
	4/22/11	<u>\$100</u>	Regular Commission Meeting (8 hours)
		\$150	
Commissioner C	4/18/11	\$ 50	Travel Day (2 hours)
	4/19/11	\$100	Briefings (1 hour)
	4/21/11	\$ 50	Travel Day (2 hours)
	4/22/11	<u>\$100</u>	Regular Commission Meeting (8 hours)
		\$300	
Commissioner D	4/22/11	<u>\$100</u>	Regular Commission Meeting (8 hours)
		\$100	
Commissioner E	4/22/11	<u>\$100</u>	Regular Commission Meeting (8 hours)
		\$100	

Please call Agency Contact at (360) 123-4567 with any questions.
Thank you for your assistance.

EMPLOYEE SELF SERVICE (ESS) – LEAVE TOOL

The Employee Self Service leave request tool is now available to state agencies. This application provides employees the ability to request leave and managers the ability to approve leave online, through the Employee Self Service portal.

Both employees and supervisors find the leave tool intuitive and easy to use. It can significantly reduce paperwork and shorten the turn-around time for leave approval. It also increases efficiency. The Payroll offices have reported up to a 67% reduction in the time needed to enter leave into the HRMS payroll system.

DES can provide training upon request.

EMPLOYEES

- Employees access the leave tool through Employee Self Service (ESS)
- Employees can see real time leave balances
- Employees cannot submit a leave request if it exceeds their available leave balance
- If an employee submits a leave request that spans a range of dates, the leave request tool automatically populates the leave hours requested with the employee's daily scheduled hours, therefore, partial day requests must be entered on a day-to-day basis
- When an employee submits a leave request, it is automatically routed to his/her supervisor for approval, and an email is generated notifying the supervisor that a leave request has been submitted. **EMPLOYEES MUST HAVE ALL LEAVE ENTERED BEFORE THE END OF THE PAY PERIOD (The 15th or EOM).**

SUPERVISORS

- Supervisors also access the leave request tool through ESS
- A supervisor can go to a work list to select and approve or reject leave requests
- Supervisors can also review a "team calendar" to view all leave that has been submitted by their employees
- When a supervisor approves or rejects a leave request, an email notification is automatically sent to the employee
- Supervisors and managers can submit/approve leave requests on behalf of their employees
- Approved leave requests are automatically posted directly into HRMS (no need for manual entry) **SUPERVISORS MUST PROCESS ALL LEAVE BEFORE THE END OF THE PAY PERIOD (The 15th or EOM).**

FOR MORE INFORMATION, CONTACT:

Whitney Bannish, Payroll Manager at (360) 407-8445 or whitney.bannish@des.wa.gov

LEAVE REQUESTS WITH ESS

Read the following scenarios to determine how to submit a leave request. These examples are based on a work schedule of M-F, 8am to 5pm.

Consecutive full shifts: John is taking three days of leave (24 hours). Since the timeframe covers his *entire work schedule* over the three days, John will submit one leave request.

Multiple partial shifts: John left work at 4pm on Wednesday and returned to work at 9am on Thursday. The total amount of leave taken is two hours. Since the time crosses over two days, but *is not for the entire shift*, John will need to submit two leave requests.

Scheduled work hours: John is taking two hours of sick leave and using two hours of compensatory time on the same date. Since John is using two different types of leave he will need to submit two leave requests. ESS will provide an error message if the combined time of the leave slips exceed John's scheduled work hours for that day.

SUBMITTING LEAVE PROCEDURE

1. Log into the [Washington State HRMS Portal](#).
2. Click on the **ESS Applications** tab.
3. Click on the **Submit a Leave Request** quick link.
4. Complete the following fields on the Leave Request Page.
 - Type of Leave – type of leave you are requesting
 - Date – enter the date for which leave begins.
 - To – enter the date for which leave ends
 - Duration – enter the number of hours or partial hours of leave taken.
Partial hours may only be input in tenths of an hour

Minutes	Tenths
1-6	.1
7-12	.2
13-18	.3
19-24	.4
25-30	.5
31-36	.6
37-42	.7
43-48	.8
49-54	.9
55-60	1.0

5. Start Time – the start time of the leave taken
6. End Time – the end time of the leave taken.

7. Approver – your approver will automatically be populated in this field. You cannot change the entry.
8. Note for Approver – additional text the approver may require, this field is not required.
9. Click on the **Review** button.
10. Review your leave entry to make sure it is correct.
11. Click on the **Send** button. A screen notifying you that the leave request has been sent will appear.

After your leave request has been approved it will be posted to HRMS and you will receive notification via email.

CHANGING OR DELETING A LEAVE REQUEST

A leave request can be changed at any time. You can delete a request without supervisor approval until it is in **Approved** status. Once a leave requested has been approved you will need to request a deletion and the supervisor will need to approve the request.

1. Log into the [Washington State HRMS Portal](#).
2. Click on the **ESS Applications** tab.
3. Click on the **Submit a Leave Request** quick link.
4. Click on the **Show Overview of Leave** link.
5. Click the blue box to the left of the leave request you want to change or delete.
6. Click on either the **Change** or **Delete** button. *If you are deleting the request make sure the correct leave was selected, hit delete then move on to step10.*
7. Complete any of the changes you wish to make.
8. Click the **Review** button.
9. Review and click the **Send** button.
10. Completed.

After your request has been approved it will be posted to HRMS and you will receive notification via email.

LEAVE REQUEST SLIPS

DESCRIPTION

If your agency does not utilize the ESS tool, this form is used to report employees' leave usage

AGENCY RESPONSIBILITIES

- The employee:
 - Complete the [form](#) each time leave is taken.
 - Sign the form and submit to their supervisor.

- The supervisor:
 - Review the form for accuracy and completeness.
 - Determine appropriate type of leave is being taken.
 - Indicate their approval of the Leave Request by signing the form.
 - File the original in a tickler file until the pay period ends.

- The attendance keeper:
 - At the end of the month, transfer all information on the leave slips onto the Monthly Attendance Report. (This includes all leave without pay slips.)

OVERTIME REQUEST & AUTHORIZATION

DESCRIPTION

The form used to report employees' overtime requests and actual overtime hours worked.

AGENCY RESPONSIBILITIES

- The employee must:
 - Complete the [form](#) each time overtime is being requested.
 - Sign the form and submit to their supervisor.

- The supervisor must:
 - Review the form for accuracy and completeness.
 - Indicate their approval of the Overtime Request by signing the form.
 - File the original in a tickler file until the pay period ends.
 - At the end of the pay period, send a copy of each overtime slip to DES Payroll.

PAYROLL JOURNAL

DESCRIPTION

A report that shows what each employee was paid. The report lists the warrant or ACH number, detail of earnings, mandatory deductions, total dollar amount of voluntary deductions, allowances, reimbursements, and net pay.

AGENCY RESPONSIBILITIES

- Ensure that each employee in the agency entitled to a paycheck is listed on the report.
- Check the salary rate for salaried employees, and the number of hours worked for hourly employees to make sure it is correct.
- Confirm that only employees of the agency are paid.
- Certify that the Payroll Journal is correct by signing the certification at the end of the report.
- Return the signed payroll journal to DES.

EXAMPLE

ReportID: ZHR_RPTPYN33 User : 00930607	State of Washington - HRMS Payroll Journal	Run Date: 04/18/2011 Page : 1
---	---	----------------------------------

Business Area : Agency Number - Agency Name												
Pay Period End Date: 04/15/2011												
Personnel Area : Agency Number - Agency Name												
Personnel#	Name	ESG	Warrant#	Hours	Gross Pay	W/H Tax	Org Key: OASDI	Medicare	Med Aid	Retire	Pay Date : 04/25/2011 Deductions	Net Pay
00123456	EMPLOYEE A	01	056944C	72.00	3,329.00	262.84	203.61	47.62	4.17	282.97	1,229.28	1,298.51
00234567	EMPLOYEE B	01	A343144	80.00	2,271.00	241.09	129.30	30.24	4.64	136.26	523.71	1,203.76
00345678	EMPLOYEE C	01	056947C	79.00	3,047.50	530.28	182.31	42.64	4.57	106.66	394.81	1,786.23
00456789	EMPLOYEE D	01	A368295	60.00	3,329.00	410.83	208.44	48.75	3.47	116.52	1,170.48	1,370.51
00567890	EMPLOYEE E	01	*Non-Cash Wages A376471	80.00	174.00 4,583.33	650.17	280.66	65.64	4.64	275.00	1,341.89	1,965.33
Sub Total for Personnel Area : Agency Number and Entire Org Key				371.00	16,539.83	2,095.21	1,004.32	234.89	21.49	917.41	4,660.17	7,626.34
Total for					*Non-Cash Wages 174.00							

"I hereby certify that to the best of my knowledge amounts listed in this payroll, associated with my agency, are true and correct charges and that employees holding a position covered by Chapter 41.06 RCW, or other applicable employment contract, have been employed in accordance with the rules, regulations, and orders issued thereunder."

BY _____ Title _____ Date _____

PAYROLL AND RELATED COSTS REPORT

DESCRIPTION

The report shows the account coding each employee was charged to and the associated employer costs. Examples are available upon request.

AGENCY RESPONSIBILITIES

- Ensure that each employee in the agency entitled to a paycheck is listed on the report.
- Verify that the account coding for each employee is correct, and that the percentage of time being charged to each account code is correct.
- Contact DES for discrepancies in the account coding.
- File the report if everything is correct.

SEMI-MONTHLY ATTENDANCE REPORT FORM

DESCRIPTION

The [Semi-Monthly Attendance Report](#) is used to record employees' leave activity for the each pay period

AGENCY RESPONSIBILITIES

- Verify that each employee in the agency is listed on the report.
- Use the individual leave slips submitted by employees to enter the number of hours and type of leave taken for each day in the month. This includes any leave without pay.
- Email the report to DES in accordance with the payroll cutoff email to DESSACSPayroll@des.wa.gov
- The report must show leave activity for the 1st-15th or the 16th-30th/31st.
- Send a separate report with the corrections box checked for *corrections* to a prior pay period. To make it to identify changes, we ask that the corrected reports show the corrections only.

ATTENDANCE SYSTEM CHANGE REPORT

DESCRIPTION

The Attendance System Change Report shows all employees who had attendance activity during the current report period.

AGENCY RESPONSIBILITIES

- Verify that the information shown on the Attendance System Change Report is correct by:
 - Reviewing the previous month’s attendance report and attendance system change report to ensure that data submitted to DES was keyed correctly.
 - Confirming that the [accrual rates](#) are correct. Employees’ accrual rates may change when they complete another year of state service.

Time in Service	Days per year	Hours per year	HRMS Monthly Accrual Rates
During 1st year	12	96	8.0
During 2nd year	13	104	8.66667
During 3rd & 4th years	14	112	9.33333
During 5th, 6th & 7th years	15	120	10.0
During 8th, 9th & 10th years	16	128	10.66667
During 11th year	17	136	11.33333
During 12th year	18	144	12.0
During 13th year	19	152	12.66667
During 14th year	20	160	13.33333
During 15th year	21	168	14.0
During 16th year & thereafter	22	176	14.66667

EXIT CHECKLIST

STATE ETHICS LAW - FORMER STATE EMPLOYEES

Former agency employees are subject to provisions of the state Ethics Law. The Ethics Law (RCW 42.52.080) limits employment and other activities of former employees as follows:

1. Within one year of termination, no employee may accept employment or compensation for an employer, if: a) the employee, during the two years immediately preceding termination negotiated or administered contract with that employer or was in a position to make discretionary decisions regarding the negotiation or administration of such contracts; and (b) such contract or contracts had a total value of more than \$10,000, and (c) the former state employee's duties would include implementation of such contracts;
2. Within two years of termination, no employee may have a beneficial interest in a contract or grant expressly authorized or funded by specific legislative or executive action in which the former employee participated.
3. A former employee may not accept employment or receive compensation from an employer, if he or she knows, or has reason to believe that the offer is intended to influence the performance or nonperformance of the employee's duties while employed by the state.
4. A former employee may not accept employment or receive compensation from an employer, if the circumstances would lead a reasonable person to believe that the offer or compensation was given for the purpose of influencing the performance or nonperformance of the employee's duties while employed by the state.
5. A former employee may not assist another person in a transaction involving the state in which the employee participated while employed by the state.
6. A former employee may not accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce him or her to disclose confidential information acquired by reason of his or her official position.

The following action items need to be completed prior to the departure of the employee:

- ❑ **Letter of resignation:** Ensure the letter references the effective date the employee will go off the agency's payroll, the last working day if different from the effective date and the new agency the employee is going to, if applicable.
- ❑ **Personnel Payroll Data Sheet (PPDS)**
- ❑ PEBB Worksheet

The final paycheck for employees who leave the agency to go to another state agency and employees terminating state service will be an actual warrant and will be mailed to the agency. If you are interested in making other arrangements for the final warrant, you must contact DES no later than two working days prior to payday.

EXIT CHECKLIST (CONCLUDED)

ELIMINATE ACCESS

- Email (Network Access)
- Scheduler (Network Access)
- Travel and Expense Management System
- Mainframe Access

Please return the following equipment/supplies to the appropriate staff member. If you do not have the listed equipment, please indicate by marking "NA" in the box.

- Cellular Phone
- Laptop Computer (state tag #)
- Laptop mouse, wiring, power cords, case
- Pager
- Parking Sticker/Pass
- Star Pass (\$20 if not returned)
- Software/Manuals
- Other _____
- Files
- Office Keys/Card Keys
- Scan+ Card
- Palm Pilot/Blackberry
- Safety Kit
- Agency Credit Card(s)

I have returned all of the above checked items.

Employee's Signature _____ Date _____

Verified by (Supervisor) _____ Date _____

EXECUTIVE ASSISTANT'S MANUAL

CHAPTER 4 – ACCOUNTS PAYABLE

CENTRAL SERVICE AGENCIES

AGENCY NAME	SERVICES PROVIDED
Department of Corrections (DOC)	Furniture and signs.
Department of Enterprise Services (DES)	Office space, janitorial services, utilities, buildings and grounds maintenance, campus delivery and mail service, parking, motor pool, and procurement. Personnel services for classified employees. Printing and reproduction. Small Agency Finance and HR, Risk Management.
Department of Retirement Systems (DRS)	Administers seven public employee retirement systems as well as the Deferred Compensation and Dependent Care Assistance programs.
Health Care Authority (HCA)	Administer and oversee the health care programs.
Office of Administrative Hearings (OAH)	Administrative hearings examiner services.
Office of the Attorney General (ATG)	Legal services.
Office of Minority and Women's Business Enterprises (OMWBE)	Certification of minority business enterprises, socially and economically disadvantaged business enterprises, and women's business enterprises statewide.
Office of the Secretary of State (SEC)	Archives, records storage, and microfilm services.
Office of the State Auditor (SAO)	Auditing services and the Whistleblower Program.
Washington Technology Solutions (WaTech)	Computer and telecommunication services. System support, IT contracts, Enterprise Reporting, eLearning, Usability Lab, and OCIO policies and initiatives.

WATECH – STATEWIDE PAYEE DESK

The Statewide Payee Desk maintains a central file that is used by all Washington state agencies to process payments to individuals and businesses. Vendors need to register with the Statewide Payee Desk before receiving payment from the State.

INFORMATION ON REGISTERING AS A STATEWIDE VENDOR

- [Get information about your payment](#) – questions about your payment, amount or deposit date
- [Register to receive payments from state agencies](#) – learn how to register with the state and obtain the necessary forms
- [Change/update your payee registration or bank account information](#) – find out how to update or change the information in your payee account
- [Register to receive government bid notifications](#) – learn how to receive bid notifications electronically
- [Frequently Asked Questions](#) – get answers to questions about payments, direct deposit, registration and account security

QUESTIONS

- Visit our [Frequently Asked Questions](#) webpage
- Email the payeehelpdesk@watech.wa.gov
- Call the Payee Help Desk at (360) 407-8180

AGENCY RESPONSIBILITIES

- Have each NEW vendor complete a Statewide Payee Registration form.
- Check to be sure that the form is complete. Forms with errors will be returned to the vendor for resubmission.

Send directly to the Statewide Payee Desk at:

Statewide Payee Desk
PO Box 41434
Olympia, WA 98504-1465
Fax: (360) 664-3363

FIELD ORDER – [FORM A17-A](#)

DESCRIPTION

Also known as a purchase order, a field order is a document used by agencies internally to order, encumber, liquidate, and authorize payment for purchases. Agency policy must still followed when requesting and obtaining approval for goods and/or services.

FIELD ORDER A17-A INSTRUCTIONS

1. **Date Ordered** – Enter the month, day, and year the order was placed with the vendor.
2. **Field Order Number** – Enter the next number in sequential order assigned by SAFS.
3. **From** – Enter the agency’s official name.
4. **Ship To** – Enter the agency’s name and address the order item(s) will need to be mailed.
5. **To** – Enter the vendor’s name and address.
6. **Mail Invoice To** – Enter the address the invoice will need to be mailed.
7. **Item Number** – Starting with the number one, assign a number for each item order.
8. **Commodity Code** – Enter the commodity code for each item ordered.
9. **Description** – Enter a description for each item order.
10. **Quantity** – Enter the quantity for each item ordered.
11. **Unit** – Enter the unit of measure for each item ordered.
12. **Unit Price** – Enter the price per unit for each item ordered.
13. **Total Cost** – Enter the total cost for each item ordered.
14. **Total** – Enter the total cost for all items ordered.
15. **Prepared By** – Enter the name of the person preparing the field order.
16. **Telephone Number** – Enter the phone number of the person preparing the field order.
17. **Date** – Enter the date the field order was created.
18. **Agency Approval** – Signature of the individual approving the acquisition.
19. **Date** – Enter the date the field order was approved.

INVOICE VOUCHER – [A19-1A](#)

DESCRIPTION

The form is used to substantiate and authorize payment when a vendor or claimant does not provide their own invoice. The vendor or claimant is required to comply with all agency and state purchasing regulations.

INVOICE VOUCHER A19-1A INSTRUCTIONS

1. **Vendor or Claimant** – Enter the name and address of the organization or person to whom payment is to be made. The agency will use the information provided to prepare the warrant.
2. **Vendor's Certificate** – The organization representative or person requesting reimbursement must sign the A19-1A in ink. The person signing must include their position title and date of signing. The Vendor's Certificate indicates that they have provided the services in the amount invoiced.
3. **Federal ID Number** – Enter the organization or the person's federal identification number, if applicable.
4. **Description** – Enter a description of the billable item(s). Enter the month and other pertinent information that describes the reimbursement.
5. **Amount** – Enter the amount billable to the agency for any goods or services.

AGENCY RESPONSIBILITIES

- The vendor or claimant must:
 - Complete the form.
 - Attach all required documentation including receipts.
 - Sign the form in ink.
 - Give to the agency contact or supervisor for review and approval.
- The agency contact or supervisor must:
 - Review the form for accuracy.
 - Discuss the discrepancies with the vendor or claimant.
 - Add expenditure coding to form.
 - Indicate their approval of the Invoice Voucher by signing and dating the form.
 - Email the signed original attached to an A-45 to DESSmallAgencyAP@des.wa.gov or campus mail to MS 41465 for processing.

EXECUTIVE ASSISTANT'S MANUAL

CHAPTER 5 – TRAVEL

QUICK REFERENCE GUIDE - TRAVEL DO'S AND DON'TS

The following rules are high level summaries. For further details see the State Administrative & Accounting Manual (SAAM) reference. (<http://www.ofm.wa.gov/policy/10.htm>)

GENERAL:	SAAM
<ul style="list-style-type: none"> • All state agencies must comply with SAAM 	1.10.30
<ul style="list-style-type: none"> • All state employees, volunteers, and contractors must comply with SAAM 	10.10.05
<ul style="list-style-type: none"> • Use most economical travel alternatives unless Health/Safety issue 	10.10.20
<ul style="list-style-type: none"> • Get agency head approval <u>in advance</u> to travel out of state 	10.10.50
<ul style="list-style-type: none"> • Get approval from Governor or Board to travel out of U.S. or British Columbia 	10.10.50
<ul style="list-style-type: none"> • Do not reimburse for unnecessary travel costs such as alcoholic beverages 	10.20.20
<ul style="list-style-type: none"> • Combined business & personal travel must not result in additional cost to the state 	10.20.40
<ul style="list-style-type: none"> • Follow special travel rules and travel restrictions for Board, Commission or Committee members 	10.70
MEETINGS:	
<ul style="list-style-type: none"> • State gatherings must be held in government facilities unless properly justified 	10.10.55
LODGING:	
<ul style="list-style-type: none"> • Reimburse actual lodging expenses up to limits used in the Continental USA and Non Continental USA schedules <i>except</i> under special circumstances 	10.90.10 10.30.20
<ul style="list-style-type: none"> • Do not reimburse lodging expenses incurred at official station or residence 	10.30.40
<ul style="list-style-type: none"> • Do not reimburse lodging expenses within 50 miles of official station or residence 	10.30.30
MEALS/COFFEE AND LIGHT REFRESHMENTS:	
<ul style="list-style-type: none"> • Reimburse meals on an allowance basis at rates used in the Continental USA and Non Continental schedules when traveling three or more hours beyond regular work shift <u>and</u> when traveling during the entire meal period 	10.90.10 10.40.50 10.40.50
<ul style="list-style-type: none"> • Do not reimburse for meal expenses incurred at official station or residence <i>exception</i> for meals with meetings 	10.40.40 70.15

- Serve coffee and light refreshments only in accordance with agency policy and compliant with Executive Order 13-06 70.10

TRANSPORTATION:

- Reimburse privately owned vehicle business miles at rate shown on the Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage schedule 10.90.20
- Do not reimburse for commuting miles between official residence and station 10.20.20
- Agencies may purchase airline and other common carrier tickets in advance 10.50.40
- Use a DES qualified travel provider when making air travel arrangements 10.50.45
- Permanently assign state owned vehicles to employees when warranted 12.20.30
- Allow commuting in state owned vehicles when warranted 12.20.35
- Do not use state owned or leased vehicles for personal business 12.30.20
- Do not use state contract rental vehicles for personal business 10.50.35

MOVING:

- Contact DES Traffic Manager and follow all DES Moving Guide Rules 60.10

REIMBURSEMENTS

- Submit original receipts for reimbursements of travel expenses except meals 10.80.40
- Account for travel expense advances monthly 10.80.60

Note: Some travel reimbursements may be subject to federal income taxes. If you have questions relating to travel, contact OFM at ofmdltravelhelp@ofm.wa.gov. For questions relating to taxation, contact the IRS State Government contact, Clark Fletcher at (425) 489-4042.

QUICK REFERENCE GUIDE – INTERNAL TRAVEL POLICIES AND RELATED ISSUES

The State Administrative and Accounting Manual (SAAM) requires agencies to have their own written internal policies and procedures for travel, transportation, and related policies.

TRAVEL POLICIES	SAAM
<ul style="list-style-type: none"> • Agencies are to have written internal policies and procedures to cover the items required in Chapter 10. 	10.10.10.a. 3
<ul style="list-style-type: none"> • The agency head must specify in its <u>internal policies and procedures</u> the delegated approval level in the agency’s management structure (authorized designee) for control over travel expenses. 	10.10.10.a. 3
<ul style="list-style-type: none"> • Agencies, as part of its positive system of management and control over travel are to periodically review purchases of airline tickets to ensure compliance with state travel regulations and terms of airline contracts. 	10.10.10.a. 3
<ul style="list-style-type: none"> • The agency’s internal policies and procedures must also identify the amount of time required for advance approval of meals, coffee, and light refreshments at meetings, conferences, conventions, and training sessions. 	10.10.10.a. 3
<ul style="list-style-type: none"> • Agencies may adopt internal travel policies and reimbursement allowances that are more restrictive than in Chapter 10. 	10.10.10.b
<ul style="list-style-type: none"> • Agencies are to develop and implement alternatives to travel, as well as less expensive means of travel (list of methods to be included are provided in this section). 	10.10.25
<ul style="list-style-type: none"> • Agencies employing airline pilots are to develop internal policies and procedures related to obtaining commercial lodging for flight crews during prolonged standby periods 	10.10.35
<ul style="list-style-type: none"> • Agencies are to define business telephone calls as part of its positive system of management and control over travel. 	10.20.20.3
<ul style="list-style-type: none"> • Before requiring an employee to pay for service calls caused by negligence, agencies may wish to define <u>negligence of the traveler</u> to apply this rule in a fair manner. 	10.20.20.3
<ul style="list-style-type: none"> • The agency, as part of its positive system of internal control, is to develop policies and procedures when travelers are reimbursed for expenses by a person or outside entity. Reimbursement should be limited to actual expenses except for subsistence, which may be paid at the allowances contained in Section 10.90. 	10.20.60
<ul style="list-style-type: none"> • Agency policies may allow for non-original receipts. The policy needs to ensure that there are adequate controls in place that reduce the risk of duplicate or 	10.30.10

- improper payments to travelers. 10.40.20.a
- Agencies that choose to reimburse travelers for the actual cost of subsistence are to adopt written policies and procedures.
- Agencies must establish agency meal periods to determine if meal costs can be paid for overnight travel assignments. 10.40.50.a
- Agencies must establish agency meal periods to determine if meal costs can be paid for when on non-overnight travel assignments. 10.40.50.b
- When authorizing employees to travel in their privately owned vehicle rather than in a state owned vehicle or via public transportation, agencies, as a part of their required, positive system of internal control over travel, may adopt and use other guidelines for satisfying what is considered advantageous or economical to the state. 10.50.20.a
- Because of the potential misuse of POV reimbursement, internal agency policies and procedures are to be established to ensure that all claims for personal vehicle mileage is both critical and necessary for state business. 10.50.25.b
- Agencies are to establish written internal policies to require the traveler to repay the state whenever a state contract vehicle is used for occasional incidental personal use. 10.50.35.e
- Agencies may adopt written internal policies that allow for use of privately-owned vessels when commercial non-air common carriers are not available or economical. Agency policy must require prior authorization and limit reimbursement to actual costs, such as fuel and moorage, as evidenced by receipts 10.50.65
- Agencies are to define when charges for transportation of equipment and materials are required to perform state business and the expense is reimbursable as a miscellaneous travel expense. 10.60.10
- The agency, as part of its positive system of internal control, is to establish the maximum reimbursement for the cost of personal care assistants for disabled employees. 10.60.30
- Agencies are required to define circumstances under which they will reimburse travelers for various fees on international flights. 10.60.40
- Agencies are to have written internal policies when option 1 is selected for meal and lodging reimbursement for members serving in an advisory, coordinating, or planning capacity. 10.70.20.b
- Agencies are to have written internal policies when option 1 is selected for meal and lodging reimbursement for members serving in a rule-making capacity. 10.70.30.b
- Agencies are required to institute procedures ensuring that direct payments made to vendors are reasonable, accurate, and necessary for the conduct of the agency's business. 10.80.55
- Agencies are to establish written polices prescribing a reasonable amount for travel advances. 10.80.60.b.

RELATED POLICIES

- The agency head or authorized designee approves payment for the meals in advance of the meeting by defining in the agency internal policies and procedures. Executive Cabinet agencies are required, and all other agencies are strongly encouraged, to comply with Executive Order 13-06. 70.15.10
- Coffee and light refreshments at meeting and training sessions are not allowed unless the agency has formally adopted written internal policies and procedures. Executive Cabinet agencies are required, and all other agencies are strongly encouraged, to comply with Executive Order 13-06. 70.10.10

TRAVEL AND EXPENSE MANAGEMENT SYSTEM - TEMS

DESCRIPTION

The “Travel and Expense Management System” (TEMS) supports and manages requests for reimbursements to state employees and other individuals for personal expenses incurred while conducting state business. TEMS supports the complete business process from preauthorization to reimbursement. Individuals, including those with disabilities, have access to the system; and administrators have the tools to support agency operations. TEMS contains a repository of data on the daily travel and expense activities for each customer, allowing management, activity, and budgetary reporting. TEMS reduces redundancy and errors, streamlines processes, and saves time.

[TEMS Reference Guide](#)

ACCESS TEMS

The addresses to access the TEMS web sites are:

<https://tems.ofm.wa.gov> (Intranet)

<https://fortress.wa.gov/ofm/tems> (Internet)

PER DIEM RATES

Travel rates set by the Office of Financial Management (OFM) establish reimbursement rates for state business travel within Washington State, the continental USA, the non-continental USA and foreign locations. OFM travel rates are derived from federal government rates.

Rate information can be obtained from the following state or federal web sites:

- [Washington State Per Diem Rate Map](#)
Links to a rate map provided through the "Inside Washington" web site.
- [City/County Locator](#)
Links to the National Association of Counties (NACo) search engine. Identifies the county a city is located in.
- [OFM Travel Rates](#)
Link to the OFM State Administrative and Accounting Manual (SAAM) providing In-State and Out-of-State Per Diem Rates.

FAQ AND OTHER HELP

- [TEMS - Requesting Reimbursement Quick Tips](#) - all you need to know to request reimbursement in one condensed page
- [TEMS - Approver Quick Tips](#) - all you need to know review and approve reimbursement requests
- [TEMS - Query Help](#)
- [TEMS Training Video](#)
- [TEMS - Frequently Asked Questions](#)

CONTACT INFORMATION

TEMS assistance (TEMS Help Desk)
Phone: (360) 664-7750
E-mail: ofmdltravelhelp@ofm.wa.gov
Web: www.ofm.wa.gov

TRAVEL AUTHORIZATION – [FORM A40-A](#)

DESCRIPTION

Travel advances are received money in advance of travel for the purpose of defraying some costs that the traveler may incur while traveling on official state business away from their official workstation or residence. Travel advances may be made by utilizing the TEMS. If the agency does not utilize TEMS, this form is used to request travel advances.

A40-A TRAVEL AUTHORIZATION INSTRUCTIONS

1. **Agency Name** – Enter the agency name.
2. **Agency Number** – Enter the three-digit agency number.
3. **Employee Telephone Number** – Enter the phone number of the person requesting the travel authorization.
4. **Travel Authorization Number** – Enter the agency assigned number to track travel authorizations.
5. **Travel Authorization Date** – Enter the month and day of the travel authorization request.
6. **Division Or Department** – Enter the name of the division or department within your agency the traveler belongs.
7. **Employee Name And Title** – Enter the traveler’s name and title.
8. **Driver’s License Number** – Leave blank.
9. **State Issuing Driver’s License** – Leave blank.
10. **Purpose Of Trip** – Provide a brief description of the purpose of the trip/business that will be conducted.
11. **Date** – Enter the month and day(s) of travel.
12. **From** – Enter the city where the trip begins.
13. **To** – Enter the destination city.
14. **Mode Code** – Choose the mode code from the options given in the box located to the right of this field.

- 15. Subsistence & Lodging Days In-State** – Enter the number of travel days for travel inside Washington State.
- 16. Subsistence & Lodging Days Out-Of-State** – Enter the number of travel days for travel outside Washington State.
- 17. Estimated Travel Expense** – Enter the estimated dollar amount for subsistence and lodging during the travel period.
- 18. Advance Requested** – Enter the dollar amount needed in advance to cover subsistence and lodging during the travel period. Follow agency policy for limitations.
- 19. Transportation: Motor Vehicle** – Enter the type of motor vehicle transportation for the trip.
- 20. Estimated Miles** – Enter the estimated driven roundtrip mileage for the trip.
- 21. Estimated Travel Expense** – Enter the estimated dollar amount for mileage during the travel period.
- 22. Other** – Enter the type of transportation used other than motor vehicle, such as train, bus, or ferry.
- 23. Mode Code** – Enter the mode code for other (box 22), using the key located next to box 14.
- 24. Estimated Travel Expense** – Enter the estimated dollar amount for other transportation during the travel period.
- 25. Advance Requested** – Enter the dollar amount needed in advance for other transportation during the travel period. Follow agency policy for limitations.
- 26. Requestor's Signature** – The traveler must sign his/her name.
- 27. Date** – Enter the date the traveler signed the travel authorization.
- 28. Other Expense** – List any expenses expected to incur during the travel period, such as shuttle, taxi, airplane fare, parking fees, etc.
- 29. Estimated Travel Expense** – Enter the estimated dollar amount for other expenses during the travel period.
- 30. Advance Requested** – Enter the dollar amount needed in advance for other expenses during the travel period. Follow agency policy for limitations.
- 31. Authorizing Signature** – The signature of the person authorized to approve payment of these travel expenses.
- 32. Date** – Enter the date the authorizing person signed the travel authorization.

33. Estimated Travel Expense – Enter the total estimated dollar amount for all estimated travel expenses during the travel period.

34. Advance Requested – Enter the dollar amount needed in advance for other expenses during the travel period. Follow agency policy for limitations.

AGENCY RESPONSIBILITIES ([SAAM 10.80.60](#))

- The employee must:
 - Complete the form.
 - Sign the form in ink.
 - Give to the supervisor for review and approval.
 - Submit a fully itemized travel expense voucher on or before the tenth day following each month in which a travel advance was furnished.

- The supervisor must:
 - Review the form for accuracy.
 - Discuss discrepancies with the employee.
 - Indicate their approval of the Travel Advance or Travel Authorization by signing and dating the form.
 - Ensure that the signed, original is sent to DES for processing at least one week prior to departure when a travel advance is being requested.

EXCEEDING MAXIMUM PER DIEM FORM

DESCRIPTION

The form is used to request an exception to the maximum per diem amounts for lodging.

EXCEEDING MAXIMUM PER DIEM INSTRUCTIONS

1. **Employee Name** – Enter the name of the traveler.
2. **Date** – Enter the month and day of the request.
3. **Conference/Training/Class** – Enter the name of the conference, training, or class.
4. **Conference/Training/Class Date** – Enter the date(s) of the conference, training, or class.
5. **Payment Of Lodging Exceeding Per Diem Amounts But Less Than 150%** – Check this box if the traveler seeks approval to exceed the maximum lodging rate, but is less than 150% of the maximum rate. If the lodging exceeds 150% of the maximum per diem rate, skip to box 13.
6. **X** – Check the box of the exception that applies to the situation to exceed per diem.
7. **Per Diem** – Enter the maximum per diem amount for the location of the conference, training, or class.
8. **Actual Cost** – Enter the actual dollar amount for the location of the conference, training, or class.
9. **Employee Signature** – The traveler must sign his/her name.
10. **Date** – Enter the date the traveler signed the form.
11. **Agency Director/Designee Signature** – The signature of the person authorized to approve the exception.
12. **Date** – Enter the date the authorizing person approved the exception.
13. **Payment Of Lodging Exceeding 150% Of The Maximum Per Diem Amount** – Check this box if the traveler is seeking approval to exceed the maximum lodging rate in excess of the 150% maximum rate.

14. **X** – Check the box of the exception that applies to the situation to exceed per diem.
Note: All conditions must apply.
15. **Per Diem** – Enter the maximum per diem amount for the location of the conference, training, or class.
16. **Actual Cost** – Enter the actual dollar amount for the location of the conference, training, or class.
17. **Employee Signature** – The traveler must sign his/her name.
18. **Date** – Enter the date the traveler signed the form.
19. **Agency Director/Designee Signature** – The signature of the person authorized to approve.
20. **Date** – Enter the date the authorizing person approved the exception.

AGENCY RESPONSIBILITIES

- The employee must:
 - Complete the form and give to the supervisor prior to travel.
 - Sign the form in ink.
 - Give to the supervisor for review and approval.
 - Attach the signed original form to a Travel Expense Voucher after the travel is completed.
- The supervisor must:
 - Review the form for accuracy.
 - Discuss discrepancies with the employee.
 - Indicate their approval of the exception by signing the form.
 - Return to the traveler to attach to their Travel Expense Voucher when they return.

TRAVEL EXPENSE VOUCHER – [FORM A20-AE](#)

DESCRIPTION

If TEMS is not used, this form is used to document the approval of travel related expenses for all travel and authorize reimbursement to the traveler. The traveler is required to comply with all agency and state travel regulations.

TRAVEL EXPENSE VOUCHER INSTRUCTIONS

1. **Agency Name** – Enter the agency name.
2. **Agency Number** – Enter the three-digit agency number.
3. **Name and Address of Claimant** – Enter the employee’s name and address to send payment.
4. **Month/Year** – Enter the month and year travel occurred.
5. **Work Phone Number** – Enter the employee’s work phone number.
6. **Social Security Number** – Leave blank.
7. **Regularly Scheduled Work Hours** – Enter the employee’s regularly scheduled work hours.
8. **Official Station** – Enter the employee’s official station.
9. **Official Residence** – Enter the employee’s city of official residence.
10. **Trip Information:**
 - a. **Date** – Enter the month and day of travel.
 - b. **From** – Enter the city where the trip begins.
 - c. **To** – Enter the destination city.
 - d. **Trip Time** – Enter the departure time.
 - e. **Trip Time** – Enter the return time.
11. **Per Diem:**
 - a. **Per meal entitlement** – Enter the reimbursable meal allowance amounts for breakfast, lunch, and dinner per SAAM Chapter 10, subsection 10.90.20.
 - b. **Subsistence Subtotal** – Add all meal amounts: breakfast, lunch and dinner.
 - c. **Lodging Costs** – Enter actual lodging costs not to exceed the maximum reimbursable lodging amount. Attach original receipts.
 - d. **Total Per Diem** – Add the subsistence subtotal and lodging costs.

12. Motor Vehicle:

- a. **Miles driven – point-to-point** – Enter the point-to-point miles as shown on an official state highway map or per the vehicle’s odometer.
- b. **Miles driven - vicinity** – Enter the miles driven that exceed the point-to-point miles.
- c. **Reimbursement rate** – Enter the allowable reimbursement rate for the vehicle driven.
- d. **Mileage allowance** – Add point-to-point and vicinity miles multiplied by the reimbursement rate.

13. Other Per Detail – Other reimbursable expense amounts transferred from the “Detail of other Expenses” section of the form (see line 18 instructions).

14. Grand Total – Total reimbursable expenses.

15. Amount Subject to Payroll Taxes – Enter the amount for non-overnight reimbursable meals. These reimbursements are reported to the Internal Revenue Service as taxable fringe benefit income. Federal income and payroll taxes are collected on the amount reported.

16. Purpose of Trip– Provide a brief description of the purpose of the trip/business conducted.

17. Detail of Other Expenses – Provide the date, payee description, and dollar amount of other expenses. Other expenses include, but are not limited to phone calls, ferry tickets, taxi fare and parking fees. This section provides the detail for amounts listed in the “Other Per Detail” column (see line 13 instructions).

18. Signature, Date –The traveler must sign and date in ink.

19. Initials – Travelers that choose not to be reimbursed for all allowable travel expenses must initial this box.

20. Approved By – **The signature of the person authorized to approve payment of these travel expenses.**

AGENCY RESPONSIBILITIES

- The traveler must:
 - Complete the form at the end of each trip or at least once a month.
 - Attach all required documentation including receipts.
 - Sign the form in ink.
 - Give to the supervisor for review and approval.

- The supervisor must:
 - Review the form for accuracy.
 - Discuss discrepancies with the employee.
 - Indicate their approval of the Travel Voucher by signing the form.
 - Ensure that the signed, original is sent to DES for processing

BOARD MEMBER TRAVEL RECORD/REQUEST FOR PAYMENT

DESCRIPTION

If TEMS is not used, this [form](#) is used to document the approval of travel related expenses for all travel and authorize reimbursement to the board member. The board member is required to comply with all agency and state travel regulations.

BOARD MEMBER TRAVEL RECORD INSTRUCTIONS

1. **Name and Address** – Enter the traveler’s name and address. The agency will use the information provided to prepare a travel voucher.
2. **Location and Purpose of Meeting** – Enter the specific location of the meeting. Briefly, describe the purpose of the meeting as it relates to official state business.
3. **Departure Date and Time and Return Date and Time** – Enter the date and time of the traveler’s departure and return.
4. **Mode of Travel:**
 - a. **Mode of travel** – Check the box next to the mode of transportation used to arrive at the traveler destination.
 - b. **Fare for travel** – Enter the cost the traveler paid for transportation. If only a private car was used leave this line blank.
 - c. **Parking charge** – Enter the cost the traveler paid for parking.
 - d. **From** – Enter the city where the trip begins.
 - e. **To** – Enter the destination city.
 - f. **Mileage (Roundtrip)** –Enter the sum of point-to-point and vicinity miles.
 - g. **Point to point** – Enter the point-to-point miles driven as shown on an official state highway map or per the vehicle’s odometer.
 - h. **Vicinity** – Enter the miles driven that exceed the point-to-point miles.
5. **Lodging Expenses** – Check the box if the traveler paid lodging expenses, and *attach the receipt(s)*.
6. **Signature of Traveler and Date** – The traveler must sign the Board Member Travel Record/Request for Payment form in ink and include date of signing. The agency cannot make payment unless the Board Member Travel Record/Request for Payment form is signed in ink.
7. **Approval Signature and Date** – The person authorized to approve the traveler’s request must sign the Board Member Travel Record/Request for Payment form in ink and include date of signing

AGENCY RESPONSIBILITIES

- The Board Member must:
 - Complete the form at the end of each trip.
 - Attach all required documentation including receipts.
 - Sign the form in ink.
 - Give to the supervisor for review and approval.
- The Supervisor must:
 - Review the form for accuracy.
 - Discuss discrepancies with the board member.
 - Indicate their approval of the Board Member Travel Record/Request for Payment by signing the form.
 - Send the signed, original to DES for processing.

QUESTIONS TO ASK WHEN PREPARING FOR A MEETING

GENERAL

- What is the purpose of the meeting?
- Can the agency absorb all costs associated with the event?
- Do you have a written [Coffee and Light Refreshments policy](#)?
- Do you have a written [Meals with Meetings policy](#)?
- Is the event provided by another state agency at a lower cost?

LOCATION

- What city?
- Are there state facilities available? If so, who do I contact, and when?
- If no state facilities are available, will the hotel where the attendees are staying give the agency a free or reduced rate on a conference room?

ATTENDEES

- Who? (Agency staff, commissioners, presenters, public)
- How many?
- Will they require overnight lodging?
- What is the maximum amount allowable per person per night?
- How will they get there? (Airplane, personal vehicle, or rental car)
- Will guest speakers be present?
- Will the agency have to pay the guest speaker(s)?
- Will you need to prepare a contract for the guest speaker(s)?

FOOD

- Can the agency pay for all of the attendees' meals?
- What is the maximum amount allowable per person per meal?
- How many meals are being provided?
- Who will receive these meals?
- Are you planning to serve light refreshments to all attendees?
- Will the agency staff be eligible for the meal?
- Did you document the request and prior approval for coffee/light refreshments and/or meals?

MEETING EXPENSE AUTHORIZATION FORM

DESCRIPTION

The form is used to document the request and approval for refreshments and/or meals with a meeting.

MEETING EXPENSE AUTHORIZATION FORM INSTRUCTIONS

- 1. Purpose of meeting** – Enter a brief description of the event. Then check the box next to the type of event.
- 2. Estimated cost of meeting** – Enter the total estimated dollar cost for the meeting.
- 3. Actual cost**– Leave blank until receipt of all invoices.
- 4. Place of meeting** – Enter the location and city of the meeting.
- 5. Date(s) of meeting** – Enter the month and day(s) of the meeting.
- 6. Beverages** – Check the box next to the items, which will be provided at the meeting.
- 7. Refreshments** – Check the box next to the items, which will be provided at the meeting.
- 8. Will meals be provided?** – Check the box next to the answer yes or no. If the answer is no, skip to box 18. If the answer is yes, proceed to box 9.
- 9. Breakfast number** – Enter the number of people that will be provided with breakfast.
- 10. Dates** – Enter the month and day breakfast will be provided.
- 11. Lunch number** – Enter the number of people that will be provided with lunch.
- 12. Dates**– Enter the month and day lunch will be provided.
- 13. Dinner number** – Enter the number of people that will be provided with dinner.
- 14. Dates** – Enter the month and day dinner will be provided.
- 15. Meals** – Enter the name of the person or vendor providing meals.
- 16. Estimated cost** – Enter the estimated amount for the cost of meals.
- 17. Amount paid** – Enter the actual amount invoiced by the person or vendor for the cost of meals.
- 18. Equipment rental** – Enter the name of the person or vendor providing equipment.
- 19. Estimated cost** – Enter the estimated amount for the cost of equipment.
- 20. Amount paid** – Enter the actual amount invoiced by the person or vendor for the cost of equipment.

- 21. Meeting room rental** – Enter the name of the person or vendor providing the meeting room.
- 22. Estimated cost** – Enter the estimated amount for the cost of the meeting room.
- 23. Amount paid** – Enter the actual amount invoiced by the person or vendor for the cost of the meeting room.
- 24. Coffee/light refreshments** – Enter the name of person or vendor providing the coffee and/or light refreshments.
- 25. Estimated cost** – Enter the estimated amount for the cost of coffee and/or light refreshments.
- 26. Amount paid** – Enter the actual amount invoiced by the person or vendor for the cost of coffee and/or light refreshments.
- 27. Participants will be claiming** – Check the travel box and/or the per diem box if the agency will be reimbursing the traveler(s) these types of expenses.
- 28. Name** – Enter the name of each participant.
- 29. Organization/agency** – Enter the name of the organization or agency the participant is representing.
- 30. Mode of transportation** – Enter the type of transportation the traveler will be using.
- 31. Requested by** – Signature of the requesting staff member.
- 32. Date** – Enter the date of the requestor signature.
- 33. Approved by** – Signature of the authorizing designee.
- 34. Date** – Enter the date of the authorizing designee signature.

AGENCY RESPONSIBILITIES

- The requester must:
 - Complete the form and give to the supervisor prior to the meeting
 - Sign the form in ink.
 - Give to the supervisor for review and approval.
 - Attach the signed, original form to the vendor's invoice
- The supervisor must:
 - Review the form for accuracy.
 - Discuss discrepancies with the employee.
 - Indicate their approval for the refreshments and/or meal by signing the form.
 - Return to the requester to attach to the vendor's invoice when they are submitted.

EXECUTIVE ASSISTANT'S MANUAL

CHAPTER 6 – CREDIT CARDS

TYPES OF CREDIT CARDS

CORPORATE (TRAVEL) CARD

- Each agency head or authorized designee may authorize the use of or approve the issuance of the corporate travel card to those travelers whose work requires them to travel on official state business. When a state employee uses the corporate travel card they are billed directly, are responsible to pay all charges, and must apply for travel reimbursement through their agency. It may be used to purchase all airline and train tickets.

CENTRAL (TRAVEL) CARD

- The CTA is a ghost account. No actual card is issued. The agency is responsible for charges against the CTA. It may be used to purchase all airline and train tickets.

P-CARD (PURCHASING) CARD

- Purchase goods and services under applicable laws, rules, and regulations governing the purchase.

ONE CARD (COMBINATION TRAVEL & PURCHASING CARD)

- Purchase goods and services under applicable laws, rules, and regulations governing the purchase.
- Purchase lodging, car rental, meals, commuter rail fare, parking fee, bus fares, travel ferries, and other business related travel expenses.

FOR MORE INFORMATION,

Review contract number 00612 available on the DES website www.des.wa.gov

PURCHASING CARD

DESCRIPTION

To provide a tool for rapid purchases and to reduce the amount of paperwork required when making certain types of purchases. The card is intended to promote purchasing efficiency, flexibility, and convenience.

LIMITATIONS

The use of the purchasing card includes the following:

- Goods and services for official state purposes purchased in person, by mail, by phone, or over the internet.
- Purchases complying with all applicable state statutes, rules, policies, and procedures.
- Purchases within spending and other limits established on the card, as established by the agency within the pre-determined agency aggregate limit.
- Purchases between Washington State agencies, **but only when:**
 - The paying and/or receiving account is a local account (not a treasury, treasury trust, nor petty cash account); and,
 - The receiving agency agrees to accept the inter-agency purchase card payments. Receiving agencies have the right to refuse acceptance of purchase card payments from other state agencies.

The purchasing card may not be used for:

- Cash advances.
- Purchases in excess of the limits authorized for the card.
- Gifts/donations.
- Splitting purchases to circumvent the daily or monthly purchase limits on a card, or to avoid competitive bidding limits or purchasing authority limits.
- Purchases between internal departments within an agency, unless prior written approval is received from the Office of Financial Management (OFM) based on the requirements in Subsection [40.40.10](#).
- Except as noted below, purchases between state agencies. For interagency payments, the preferred payment method is Inter-Agency Payment (IAP). Journal vouchers may also be used to transfer funds between state agencies. Refer to Subsection 85.36.20.

Exceptions to this are as follows:

- When prior written approval is received from OFM based on the requirements in Subsection [40.40.10](#); or,
- When the paying and/or receiving account is a local account and the receiving agency has agreed to accept the inter-agency purchase card payments. Refer to Subsection [45.10.40](#).

- Prepayments, unless otherwise authorized by statute or rule. Refer to Subsection [45.20.35](#).
- Purchases from any merchant, product, or service normally considered to be inappropriate use of state funds, including, but not limited to:
 - Items for personal use.
 - Materials or services from any member of the card user’s immediate family.
 - Equipment, materials, services, or supplies restricted by state statutes, rules, policies, procedures, guidelines or contractual agreements.
 - Alcoholic beverages or liquor licenses, unless permitted by statute or rule.

AGENCY RESPONSIBILITIES

Agency responsibilities include:

- Administration of their agency’s purchasing card program.
- Developing agency specific policies and procedures in accordance with state policies.
- Designating an “[Agency Program Administrator](#)” who shall manage the program within the agency. If an agency is using the contract administered by the Department of Enterprise Services (DES), they should notify DES of any change in the administrator.
- Determining whether the agency will issue individually assigned cards or department cards. Refer to Subsection 45.10.65.
- Determining card limits, including determining and managing the agency aggregate limit.
- Establishing a system for responsibility, control, and distribution of purchase cards within the agency.
- Educating [cardholders](#), [card custodians](#), and [designated card users](#) on use of the card, sales and use tax issues, and 1099 reportable merchants.
- Determining who within the agency will be responsible for following up with the merchant to resolve disputes and arranging for returns, credits, delivery problems, etc.
- Performing routine reconciliation of card transactions to the [issuing bank's](#) online purchase card transaction data to monitor purchases made for proper use of the card.
- Keeping up to date of program updates from DES, if using the state contract.
- Designating appropriate records to be maintained. If using the state contract, such records shall be available for review by DES. The following information should be maintained at a minimum:
 1. The number of cards used.
 2. The type of cards used.
 3. The amount of purchases made by card within a stated period.
 4. Reports of any problems encountered with the use of the purchase cards.

FOR MORE INFORMATION

Review chapter 45 of the State Administrative & Accounting Manual available on OFM website www.ofm.wa.gov

PURCHASING CARD POLICY

The proper usage and control of a purchasing card is the responsibility of the agency director. To aid in the reasonable assurance that a purchasing card is used properly and effectively, each agency must adhere to the following policy.

GENERAL GUIDELINES

1. Each agency must clearly document and assign the responsibility for disbursement procedures to specific personnel in the agency.
2. Each agency may use the card to procure goods and services for small dollar amounts only. There is an individual transaction purchase authorization limit of \$XXX.
3. The purchasing card limit for the agency is \$XXX.
4. Use of the purchasing card is to be handled in such a manner to:
 - Ensure they are used only for authorized purposes; and,
 - Follow applicable laws, rules, and regulations governing the disbursement.
5. The card must not be used to:
 - Obtain cash advances from financial institutions.
 - Make personal purchases.
 - Purchase airfare unless prior written approval is obtained from Department of Enterprise Services.
 - Purchase equipment, material or supplies restricted by policies, guidelines, or contractual agreements.
 - Purchase materials or services from any member of the card custodian's immediate family.
6. All potential users of the card must have familiarity with these procedures, and knowledge of the location of a written reference copy of these procedures.
7. US Bank, the card provider, shall send each Card Custodian a statement that displays detailed transactions made during the current billing cycle.
8. Agencies must report lost or stolen purchasing cards immediately after the loss is discovered by calling US Bank's customer service center.
9. In addition to this policy, holders of purchasing cards must adhere to all state rules and regulations.

PURCHASING CARD USAGE

1. Employee duties in the handling of disbursements, including purchasing card use, are to be separated to the extent possible with regard to the:
 - Initiating of purchase requests.
 - Safeguarding and use of the card.
 - Monitoring and approval of purchases and statements.
2. To the extent possible, employee duties in this area are to be complementary to or checked by another employee.
3. The agency director or designee must be the Agency Program Administrator. The Agency Program Administrator is responsible for management and oversight of the purchase card program within the agency, and is responsible for the following:
 - Managing the purchase card program within the agency.
 - Developing and enforcing agency policies and procedures for using the purchase card, including disciplinary procedures related to unauthorized use of cards and card renewal procedures. The agency policies and procedures should meet the minimum requirements of the statewide policies and procedures contained in this chapter. State ethics laws should also be considered when developing agency policies.
 - Establishing and maintaining the purchase card reporting structure/hierarchy for the agency and ensuring proper separation of duties. For example, a card user may not be the reviewer or [approving official](#) for their own transactions.
 - Reviewing purchase card applications and determining who within the agency should receive a card. For agencies utilizing department cards, this also includes designating [card custodians](#).
 - Ensuring that a [card user agreement form](#) has been signed by both the card user and appropriate [approving official](#) before issuing the card, and maintaining copies of the signed agreements in the agency's files.
 - Maintaining a list of current [cardholders](#), [card custodians](#), and [designated card users](#) that are authorized to use cards.
 - Obtaining cards from the issuing bank and distributing new and reissued cards to agency employees.
 - Providing training to [approving officials](#), cardholders, card custodians, and designated card users in the management, security, and use of the card.
 - Reviewing the agency purchase card program at least annually to ensure that proper procedures are being followed.
 - Ensuring card users satisfy documentation requirements for purchases.
 - Closing card accounts as necessary, and collecting and destroying cards upon employee reassignment or termination.

4. Each agency must assign one person to be the Card Custodian. The Card Custodian administers and controls the use of department cards by authorized [designated card users](#) within the card custodian's workgroup and is responsible for the following
 - Complying with all state, agency, and purchasing statutes, rules, policies, and procedures.
 - Maintaining a current list of designated card users who are authorized to use the department card.
 - Training designated card users on the use of the card.
 - Maintaining a [department card log](#) for designated card users to check out and check in a purchase card for use and record the business purpose for each use of the card.
 - Tracking and verifying designated card user transactions.
 - Ensuring that designated card users obtain and submit valid supporting documentation for each purchase made.
 - Maintaining a [purchase card transaction log](#) for all transactions made according to agency procedures.
 - Safeguarding card security at all times. The card shall be kept in a secured (locked) location while not in use. The only people authorized to use the department card are the [card custodian](#) and/or the designated card user(s).
 - Reporting lost or stolen cards immediately following agency procedures.
 - Reconciling the [card statement](#) to the [purchase card transaction log](#) and supporting documentation, at least monthly, and submitting to the [approving official](#) for approval.
5. Cards must be kept in a secure place with limited access.
6. Each agency must establish and maintain a purchasing [card transaction log](#). This log must contain the following information:
 - Purchase date.
 - Vendor's name.
 - Item(s) purchased.
 - Purchaser's name.
 - Total amount of the purchase.
 - The initials of the person reconciling the log to the purchasing card statement.
 - Any other information the Agency Program Administrator may specify.

PAYMENT PROCESS

1. Each agency must prepare and submit an A45 Transmittal to DES.
2. Each agency must attach the following items to the original invoice:
 - a) A copy of the purchasing card transaction log.
 - b) The original statement from US Bank with original receipts attached.
3. Each agency must submit payment vouchers to DES timely to avoid interest and/or late charges. (Please note, US Bank offers rebates for payments made within 14 days.)

EXECUTIVE ASSISTANT'S MANUAL

CHAPTER 7 – REVENUE MANAGEMENT

INTERNAL CONTROL FOR CASH RECEIPTS

The proper control of cash receipts is the responsibility of the agency director. This resource intends to aid an agency in understanding its risks and identifying applicable controls to minimize those risks.

GENERAL GUIDELINES

- Segregation of duties in the handling of cash is one of the most effective ways to gain control over this asset. No individual is to have complete control in the handling of cash. Specifically, no one individual's duties should include the actual handling of money, recording receipt of money, and the reconciliation of bank accounts or with the state treasurer. Employees handling cash are to be assigned duties that are complementary to or checked by another employee.
- Incoming cash must be made a matter of record as soon as possible.
- Two persons should open the mail when they expect cash or checks in the mail. One person needs to create a cash list, another person should review the cash list with the receipts. A copy of the cash list is then forwarded to the DES Finance Cashier with receipts. A second copy of the cash list is used for accounting controls. A weekly comparison of the cash list and Cash Receipt Report received via email should be completed.
- Amounts of currency contained in each item of mail are verified. Documents enclosed with the currency received are machine date stamped or dated and initialed by the employee opening the mail.
- A secure area is needed for the safeguarding and processing of cash received. Access to the secured area is restricted to authorized personnel only. The secured area is locked when not occupied.
- Cash is protected by the use of registers, safes, or locks, and kept in areas of limited access.
- Collections made over the counter or in the field are documented by the issuance of sequentially pre-numbered official receipts or through cash registers or automated cashiering systems. All such receipts are to be strictly accounted for and the reason for any missing documents determined and documented. Blank form receipts are not used. Receipts indicate mode of payment, such as cash, check, etc. The total dollar amount recorded on cash receipt forms, by mode of payment, is balanced daily to total cash, checks, etc. collected.
- The cash receiving function of an agency is centralized to the extent possible.
- When cash is received in branch offices, it is to be transmitted to the central office through the banking system. Branch office personnel are restricted to making cash

deposits and central office personnel make any cash withdrawals and reconcile bank accounts.

- A balance and summary of all cash receipts is prepared daily. Any shortages or overages are carefully investigated and, to the extent possible, corrected.
- Receipts are deposited intact on a daily basis. When a deposit slip is prepared, the cashier must get signed approval from a supervisor before making the bank deposit.
- Authenticated, duplicate deposit slips are retained and compared with amounts recorded in cash receipts records.
- Moneys are picked up or delivered to appropriate authorities on a scheduled basis.
- Adequate records are maintained to ensure the correct handling and final disposition of items held in suspense. Suspense accounting is eliminated whenever possible by the direct deposit of the item to the correct fund and account. However, deposits are not to be delayed because the account distribution cannot be immediately determined.
- Cash receipts retained on the premises overnight are minimized and locked up in a secure place, such as a safe.
- Cashiers are prohibited from cashing personal checks or notes of personal indebtedness.
- Written procedures on all cashiering and cash control procedures are maintained by each agency.

INVOICING

DES provides automated invoicing using the Agency Billing System (ABS) in Agency Financial Reporting System (AFRS).

DES manages aged outstanding receivables.

AGENCY UNIQUE RECEIPT

DESCRIPTION

The form used to account for collection of checks, cash, warrants, or money orders. The form must have the agency's name, be sequentially pre-numbered, in duplicate form, containing fields to indicate the date, person the money is collected from, total dollar amount, person who received the money, and mode of payment.

AGENCY RESPONSIBILITIES

- Complete the form for all money received at the office.
- Provide the person giving you the money the original receipt.
- Safeguard the money at all times.
- Submit all money received to DES in a timely manner to ensure it is deposited within 24 hours of receipt.
- Attach a copy of the receipt to the A45.

Prepare and submit a separate A45 for deposits. Other types of documents sent to DES must be on a different A45.

EXAMPLE

DES - SMALL AGENCY FINANCIAL SERVICES		91863	
P. O. BOX 41465, OLYMPIA, WA 98504-1465		RECEIPT	
PHONE: 360-407-8183 -- FAX: 360-586-0055		DATE: <u>June 30, 2011</u>	
RECEIVED FROM:	<u>Happy Agency Staff Person</u>		
AMOUNT:	<u>\$650.54</u>		
AGENCY NAME:	<u>Agency A, #123</u>	HOW PAID	AMOUNT
A45 #:	<u>05-0045</u>	CASH	\$50.54
RECEIVED BY:	<u>Support Staff</u>	CHECK [4]	\$600.00
VERIFIED BY:	<u>Support Analyst</u>	OTHER	
	DATE	<u>March 10, 2005</u>	
White Copy: Agency		Yellow Copy: Attach to A45	
Pink Copy: Retain in receipt book			

STATE TREASURER WAIVER

[SAAM 85.50.10](#) requires that cash receipts be deposited intact each day for the collections of the preceding day. Small Agency Financial Services retains a waiver for client agencies from having to send over cash receipts daily. This waiver is good for the 15-17 biennium. Agencies served by DES may safe keep deposits under \$500 and send to DES once a week. If receipts reach over \$500 they must be delivered to DES for deposit within 24 hours.



JAMES L. McINTIRE
State Treasurer

State of Washington
Office of the Treasurer

May 8, 2015

Sent Via Email

Annette Meyer
Chief Financial Officer
Department of Enterprise Services
1500 Jefferson Street SE
Olympia, Washington 98501

Dear Ms. Meyer:

Your request, dated May 1, 2015, for an exception to the daily deposit requirements of Revised Code of Washington (RCW) 43.01.050 for monies received by agencies served by the Department of Enterprise Services (DES) Small Agency Financial Services (SAFS) unit is granted. It has been determined that daily deposits are not administratively practical or feasible at this time.

It is my understanding that these agencies have the ability to secure receipts on-site until forwarded to DES SAFS for deposit weekly. And, DES SAFS personnel remotely deposit checks; however, cash is delivered to the Treasurer's office in the Capitol Court building for deposit.

This approval grants authorization for the agencies listed on the attached "Agencies Served By SAFS" to temporarily hold and safe keep receipts. Such receipts are to be delivered to DES SAFS for deposit at least once per week. If the amount under safekeeping exceeds \$500, these agencies must deliver their total receipts to DES SAFS for deposit within 24 hours.

This exception is granted through May 31, 2017.

If you have questions, please contact Ryan Pitroff, Banking Services Manager, at (360) 902-8917 or ryan.pitroff@tre.wa.gov.

Sincerely,

A handwritten signature in blue ink that reads "Shad Pruitt".

Shad Pruitt
Deputy Treasurer

cc: Gwen McClanahan, DES SAFS Manager

CASH RECEIPT – FORM A8-A

DESCRIPTION

An A8 form is used to deposit any moneys (e.g., checks, cash, warrants, or electronic funds transfers) received by the state with the Office of the State Treasurer. DES will generate the A8 for all deposits and handle all communication with the Treasurer’s Office, unless otherwise specified in your agreement.

EXECUTIVE ASSISTANT'S MANUAL

CHAPTER 8 – DOCUMENT TRANSMITTAL

AGENCY TRANSMITTAL – FORM A45

DESCRIPTION

The form identifies the type and provides a brief description of the documents being sent to DES. All documents sent to DES must be accompanied with an A45. [Instructions for filling out the A45.](#)

AGENCY RESPONSIBILITIES

- Complete an A45 when sending documents to DES. Send A45s as follows:
 - Deposits – within 24 hours (see cash deposits section)
 - Payments – at least once a week
 - Payroll/Personnel – within established timeframes.
- Ensure all documents listed are attached, and all documents attached are listed.
- Sign or initial the form.
- Send to DES.

DESSmallAgencyAP@des.wa.gov

Or

DES – Small Agency Financial Services
PO Box 41465
Olympia, WA 98504-1465

AFRS WARRANT REGISTER – FORM A1-A

DESCRIPTION

The register shows the amount paid to each vendor or claimant, the method of payment, and the account coding. The register also shows the current document number and total dollar amount paid. The method of payment includes warrants, regular and inserted, interagency payables (IAP), and electronic funds transfers (EFT). The account coding shows the funds, programs, appropriations, and object of expenditures.

AGENCY RESPONSIBILITIES

- Ensure that each vendor on the A45 is listed on the report.
- Check the amount paid to each vendor to make sure it is correct.
- Confirm that only the listed vendors on the A45 are being paid.
- Confirm that the accounting codes are correct.

EXAMPLE

OFM		000 – ABC Agency										Page: 1 of 1						
Official Agency Payment Register										Report Number: DLY001		Biennium: 2013		Payment Date: 04/17/2013		Report Run Date: 04/17/2013 6:31:13AM		
										Batch Type: 88, in, 07, vt, pv		Sort Order: VendorName						
Fil	Acct	MI	EAI	PI	Proj	SP	PH	OI	CO	City	WC	SO	SSO	Mjr	Src	Doc#	Amount	
Warrant Register Number: 107																		
Warrant Batch: IN582																		
Vendor Name: GERALD G RANDOLPH MD INC PS Payment Number: 532402B Payment Type: Regular Warrant																		
1322	608	000ADMIN	030	00010									ER	0400		A0341582 - 01	310.94	
1322	609	000ADMIN	050	00010									ER	0400		A0341582 - 01	310.93	
																	Payment Total	621.87
Vendor Name: HAROLD LEMAY ENTERPRISES INC Payment Number: 532896B Payment Type: Inserted Warrant																		
1322	608	000ADMIN	030	00010			OLYM						EC			A0341582 - 02	39.00	
1322	609	000ADMIN	050	00010			OLYM						EC			A0341582 - 02	39.00	
1322	608	000ADMIN	030	00010			OLYM						EC			A0341582 - 02	104.00	
1322	609	000ADMIN	050	00010			OLYM						EC			A0341582 - 02	104.00	
1322	608	000ADMIN	030	00010			OLYM						EC			A0341582 - 02	23.97	
1322	609	000ADMIN	050	00010			OLYM						EC			A0341582 - 02	23.97	
																	Payment Total	333.94
Vendor Name: ROJAS, FRANCISCO Payment Number: 535795B Payment Type: Inserted Warrant																		
1322	608	000ADMIN	030	00010			KENN						ER	0401		A0341582 - 03	80.00	
1322	609	000ADMIN	050	00010			KENN						ER	0401		A0341582 - 03	80.00	
																	Payment Total	120.00
Vendor Name: SEATTLE TIMES COMPANY Payment Number: 533546B Payment Type: Inserted Warrant																		
1322	608	000ADMIN	030	00010			TACM						EJ	0100		A0341582 - 04	13.65	
1322	609	000ADMIN	050	00010			TACM						EJ	0100		A0341582 - 04	13.65	
1322	608	000ADMIN	030	00010			TACM						EJ	0100		A0341582 - 04	13.65	
1322	609	000ADMIN	050	00010			TACM						EJ	0100		A0341582 - 04	13.65	
1322	608	000ADMIN	030	00010			TACM						EJ	0100		A0341582 - 04	13.65	
1322	609	000ADMIN	050	00010			TACM						EJ	0100		A0341582 - 04	13.65	
																	Payment Total	81.90
Vendor Name: SPOKANE PANEL EVALUATIONS PS Payment Number: 535558B Payment Type: Inserted Warrant																		
1322	608	000ADMIN	030	00010									ER	0400		A0341582 - 05	356.87	
1322	609	000ADMIN	050	00010									ER	0400		A0341582 - 05	356.86	
																	Payment Total	713.73
Vendor Name: YAKIMA MEDICAL CONSULTANTS INC Payment Number: 535225B Payment Type: Inserted Warrant																		
1322	608	000ADMIN	030	00010									ER	0400		A0341582 - 06	437.81	
1322	609	000ADMIN	050	00010									ER	0400		A0341582 - 06	437.81	
																	Payment Total	875.62
Warrant Batch Total:																	2,747.06	

I hereby certify that the payments listed in this payment register accurately reflect the approved payments authorized by this agency.

X _____ Date _____ Title _____

EXECUTIVE ASSISTANT'S MANUAL

CHAPTER 9 – AUDITS

STATE AUDITOR'S OFFICE

DESCRIPTION

The State Auditor's Office (SAO) is responsible for performing audits at the state government level. They conduct a range of audits from financial audits, accountability audits, [performance](#) audits, and [whistleblower](#) investigations.

The most common audit that an agency will experience is an [accountability audit](#). The audits are on a 3-4 year cycle.

WHO TO CONTACT

Once contacted by SAO about an upcoming audit, contact your assigned DES budget analyst. Since DES maintains a lot of your agency's financial records, we will work closely with the auditor and provide requested documentation for review. We will also attend the audit entrance meeting and audit exit meeting if requested.