



# STATE CONTROLLER'S BULLETIN

Terry Brann  
State Controller

Ellen Jane Schneiter, Commissioner  
Administrative & Financial Services

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Bulletin #11-03

**SUBJECT: Update - Chapter 85 of the Statewide Administrative & Accounting Manual**

**DATE:** September 28, 2010  
**TO:** All Departments and Agencies  
**FROM:** Terry Brann, State Controller

Please be aware that Chapter 85 of the Statewide Administrative & Accounting Manual (SAAM) has been updated. Agencies must take care to ensure that the policies included in SAAM are implemented at the agency level in a timely manner to ensure the integrity and accuracy of accounting information. It is comprised of three major sections that establish guidance to agencies regarding statewide accounting policies.

- 85.10 Petty Cash
- 85.20 Revenue and Cash Receipts
- 85.30 Disbursements

Chapter 85 is now included in the electronic version of the Statewide Administrative & Accounting Manual located at the OSC's website.