



Change Notice

DIRECTIVE AFFECTED: 2000.02
CHANGE NOTICE NUMBER: 69
DATE: 2/8/99

1. PURPOSE AND SCOPE. This Change Notice revises PS 2000.02, the Accounting Management Manual, Chapter 10967, Checks and Other Negotiable Instruments.

2. SUMMARY OF CHANGES. This Change Notice places a 15-day hold on Western Union Moneygrams. The Bureau recently had financial institutions return several Western Union Moneygrams when the original purchaser canceled the Moneygrams. The Bureau has no recourse against Western Union because the Moneygrams state, "Do not cash this Money Order for any person from whom you are not able to recover your payment."

A change also has been made to allow checks from privately contracted correctional facilities to be placed on inmate accounts without a holding period.

3. TABLE OF CHANGES

Remove

Chapter 10967, Pages 1 and 2

Insert

Chapter 10967, Pages 1 and 2

Changes are indicated with an asterisk (*) before and after new information.

4. ACTION. File this Change Notice in front of PS 2000.02, the Accounting Management Manual.

/s/
Kathleen Hawk Sawyer
Director



Change Notice

DIRECTIVE AFFECTED: 2000.02
CHANGE NOTICE NUMBER: 68
DATE: 12/31/98

1. PURPOSE AND SCOPE. This Change Notice revises Program Statement 2000.02, the Accounting Management Manual, to remove Chapters 10330 and 10335. The policy of these chapters will be published in a new Program Statement on Recording Obligations.

2. SUMMARY OF CHANGES. This change eliminates two chapters, Chapter 10330, Recording and Reporting Obligations and Chapter 10335, Accounting for Application of Fund Control to Recurring Financial Transactions. These are being replaced with a new Program Statement on Recording Obligations.

3. TABLE OF CHANGES

<u>Remove</u>	<u>Insert</u>
Table of Contents,	Table of Contents,
Chapter 10300	Chapter 10300
Chapter 10330	
Chapter 10335	

4. ACTION. File this Change Notice in front of PS 2000.02, the Accounting Management Manual.

/s/
Kathleen Hawk Sawyer
Director



Change Notice

DIRECTIVE AFFECTED: 2000.02
CHANGE NOTICE NUMBER: 67
DATE: 1/9/98

1. PURPOSE AND SCOPE. This Change Notice rescinds Chapter 10930 of the Accounting Management Manual.

2. SUMMARY OF CHANGES. Chapter 10930, Accounting for the Depreciation of Real Property, has been rescinded. The information contained in the chapter is being issued as a Program Statement on Accounting for Real Property and Depreciation.

3. TABLE OF CHANGES

Remove

Insert

Chapter 10930

4. ACTION. File this CN in front of PS 2002.02, the Accounting Management Manual.

/s/
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02

CHANGE NOTICE NUMBER: CN-66

DATE: October 15, 1997

1. PURPOSE AND SCOPE. This revises the Accounting Management Manual, Chapter 10965.

2. SUMMARY OF CHANGES. Chapter 10965, Receipt of Funds, has been revised to allow mailroom staff to place unprocessed mailroom collections in an institution's night depository.

Additionally, policy regarding the transfer of inmates' funds between institutions is being removed from this chapter since the Inmate Account Transfer Module (IATM) has been implemented.

Finally, this chapter is being updated to reference the correct form names and numbers of the Temporary Receipt (BP-197) and the Cash Receipt (BP-114).

3. TABLE OF CHANGES

Remove

Insert

Chapter 10965, Pages 1 - 4
Chapter 10965, Attachment A

Chapter 10965, Pages 1 - 4

4. ACTION. File this Change Notice in front of PS 2000.02, the Accounting Management Manual.

/s/
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-65
DATE: August 4, 1997

1. PURPOSE AND SCOPE. To revise PS 2000.02, the Accounting Management Manual.

2. SUMMARY OF CHANGES. The Manual has been changed to establish a five-day standard for timely payment of properly submitted travel vouchers and to require submission of a quarterly report which monitors performance against this standard. These changes were mandated by the Attorney General.

The first report using Exhibit C shall be completed for the fourth quarter of Fiscal Year 1997.

3. TABLE OF CHANGES

Remove

Chapter 10630, Pages 3 and 4

Insert

Chapter 10630, Pages 3 and 4
Exhibit C

4. ACTION. File this Change Notice in front of PS 2000.02, the Accounting Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-64
DATE: June 16, 1997

1. PURPOSE AND SCOPE. To revise and update Program Statement 2000.02, the Accounting Management Manual.

2. SUMMARY OF CHANGES. The Accounting Management Manual, PS 2000.02, Chapter 10975, has been revised to allow staff to hand-deliver inmate fund withdrawal request forms to accounting staff rather than a designated Accounting Technician.

3. TABLE OF CHANGES

Remove

Chapter 10975, Pages 1 and 2

Insert

Chapter 10975, Pages 1 and 2

4. ACTION. File this Change Notice in front of PS 2000.02, the Accounting Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-63
DATE: May 5, 1997

1. PURPOSE AND SCOPE. This Change Notice revises PS 2000.02, the Accounting Management Manual, Chapter 10548, Proof-Checks and Certifications of General Ledger Accounts, by adding the 190.0 account for reconciliation.

2. SUMMARY OF CHANGES. This Change Notice adds General Ledger account 190.0 - Construction, Work in Progress, as a reconciling item to the 100.73 report - Cost by Project, B&F.

3. TABLE OF CHANGES

Remove

Chapter 10548, Appendix 4,
Pages 5 and 6

Insert

Chapter 10548, Appendix 4,
Pages 5 and 6

4. ACTION. File this Change Notice in front of PS 2000.02, the Accounting Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-62
DATE: March 3, 1997

1. PURPOSE AND SCOPE. This Change Notice removes Chapter 10470 from Program Statement 2000.02, the Accounting Management Manual. This chapter has been replaced with a new Program Statement on Closing Projects Financed Under the Buildings and Facilities Appropriation.

2. SUMMARY OF CHANGES. Chapter 10470, the policy regarding closing B&F Projects, has been rescinded.

3. TABLE OF CHANGES

Remove

Insert

Chapter 10400, Page 1 (07/13/95) Chapter 10400, Page 1
Chapter 10470

4. ACTION. File this Change Notice in front of PS 2000.02, the Accounting Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-61
DATE: December 23, 1996

1. PURPOSE AND SCOPE. This Change Notice removes Chapter 10840 from Program Statement 2000.02, Accounting Management Manual.

This action follows the cancellation of Department of Justice Order, DOJ 2120.12A, Receipt and Distribution of Salary Checks and United States Savings Bonds (12/19/85).

2. SUMMARY OF CHANGES. Chapter 10840 which requires the appointing of designated agents, has been rescinded.

3. TABLE OF CHANGES

Remove

Insert

Chapter 10840

4. ACTION. File this Change Notice in front of Program Statement 2000.02, Accounting Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-60
DATE: November 29, 1996

1. PURPOSE AND SCOPE. To revise PS 2000.02, Accounting Management Manual, Chapters 10589 and 10965.

2. SUMMARY OF CHANGES. Chapter 10589, Debit Card Meal Ticket Program, has been revised to include the accounting procedures to be followed when employees use their meal ticket debit cards in the Trust Fund and Employee Organization debit vending machines.

This revision also changes the key control procedures for the extra key to the debit card meal ticket cash-to-card machine (Chapter 10589) and the night depository (Chapter 10956) to be consistent with the requirements of the Correctional Services Manual (PS 5000.07). This change requires the extra keys to be maintained in the tel-key cabinet in the same manner as the additional keys to Cashiers' cash drawers.

3. TABLE OF CHANGES

<u>Remove</u>	<u>Insert</u>
Chapter 10589, Pages 1 - 4 (02/10/93)	Chapter 10589, Pages 1 - 5
Chapter 10965, Pages 1 and 2 (04/24/89)	Chapter 10965, Pages 1 and 2

4. ACTION. File this Change Notice in front of PS 2000.02, Accounting Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-59
DATE: November 8, 1996

1. PURPOSE AND SCOPE. This Change Notice revises the Accounting Management Manual (PS 2000.02), Chapter 10967, Checks and Other Negotiable Instruments.

2. SUMMARY OF CHANGES. Removes the hold period on domestic postal money orders and reformats the paragraph.

3. TABLE OF CHANGES

Remove

Chapter 10967, Pages 1 and 2

Insert

Chapter 10967, Pages 1 and 2

4. ACTION. File this Change Notice in front of PS 2000.02, Accounting Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-58
DATE: September 18, 1996

1. PURPOSE AND SCOPE. This revises Program Statement 2000.02, the Accounting Management Manual, Chapter 10620 concerning the dollar amount of accumulated receipts required for deposit.

2. SUMMARY OF CHANGES. This Change Notice:

- a. increases the dollar amount of receipts that can be accumulated prior to depositing from \$1000 to \$5000, and
- b. requires deposits be made on Thursday regardless of the amount accumulated.

3. TABLE OF CHANGES

<u>Remove</u>	<u>Insert</u>
Chapter 10620, Pages 1 and 2 (CN-48) (09/16/93)	Chapter 10620, Pages 1 and 2 (CN-58)

4. ACTION. File this Change Notice in front of PS 2000.02, the Accounting Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-57
DATE: April 24, 1996

1. PURPOSE AND SCOPE. This Change Notice updates the policies regarding draft payments.

2. SUMMARY OF CHANGES. This Change Notice removes the policy that prohibited using third party drafts for payments made on behalf of inmates.

This change is in accordance with the regulations established by the Department of Treasury and set forth in the Treasury Financial Manual.

3. TABLE OF CHANGES.

Remove

P.S. 2000.02, Chapter 10640
pages 3 and 4, dated 7/12/93

P.S. 2000.02, Chapter 10975
pages 5 and 6, dated 2/12/93

Insert

P.S. 2000.02, Chapter 10640
pages 3 and 4

P.S. 2000.02, Chapter 10975
pages 5 and 6

4. ACTION. This Change Notice shall be filed in front of the Accounting Management Manual, P.S. 2000.02.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-56
DATE: January 29, 1996

1. PURPOSE AND SCOPE. This Change Notice revises Program Statement 2000.02, Accounting Management Manual, to require Regional Comptrollers to forward his/her assessment of each institution's accounting operations to the Chief, Finance Branch.

2. SUMMARY OF CHANGES. This Change Notice adds the requirement for Regional Comptrollers to forward an assessment of each institution's accounting operation to the Chief, Finance Branch in the Central Office.

3. TABLE OF CHANGES.

Remove

P.S. 2000.02, Chapter 10548,
Pages 3 and 4, dated
July 13, 1995

Insert

P.S. 2000.02, Chapter 10548,
Pages 3 and 4

4. ACTION. File this Change Notice in front of P.S. 2000.02, Accounting Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-55
DATE: July 24, 1995

1. PURPOSE AND SCOPE. To update the the Accounting Management Manual regarding draft payments.

2. SUMMARY OF CHANGES. This Change Notice removes the policy that prohibited using third party drafts for inmate periodical subscriptions.

This change is in accordance with the regulations established by the Department of Treasury and set forth in the Treasury Financial Manual.

3. TABLE OF CHANGES

Remove

Chapter 10640, Pages 1 - 4
(CN-47) (07/12/93)

Insert

Chapter 10640, Pages 1 - 4
(CN-55)

4. ACTION. File this Change Notice in front of P.S. 2000.02, the Accounting Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-54
DATE: July 24, 1995

1. PURPOSE AND SCOPE. This Change Notice revises P. S. 2000.02, the Accounting Management Manual, to update procedures for maintaining and operating the imprest fund.

2. SUMMARY OF CHANGES. This Change Notice makes the following changes.

a. Allows the key (Folger Adams-type) to the cashier's office to be maintained in a lock box in the control center.

b. Allows cashiers to transfer inmate release funds to the control center officer or release officer during normal business hours.

c. Removes the requirement that receipts for goods or services in excess of \$15.00 be signed by the vendor evidencing payment.

d. Requires invoices or receipts to be marked "PAID" immediately upon settlement by the employee.

3. TABLE OF CHANGES

<u>Remove</u>	<u>Insert</u>
Chapter 10610, Pages 3 and 4 (10/15/86)	Chapter 10610, Pages 3 - 4a (CN-54)
Chapter 10625 (10/15/86) (including Exhibits A and B)	Chapter 10625, Pages 1 - 5 (CN-54)

Changes are indicated with an asterisk (*) before and after new information.

P.S. 2000.02
CN-54, July 24, 1995
Page 2

4. ACTION. File this Change Notice in front of P.S. 2000.02,
the Accounting Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 2000.02
CHANGE NOTICE NUMBER: CN-53
DATE: July 24, 1995

1. PURPOSE AND SCOPE. The purpose of this change notice is to remove Chapter 10976 from P.S. 2000.02, Accounting Management Manual. This action facilitates the restructuring process of the Accounting Management Manual.

2. SUMMARY OF CHANGES. Chapter 10976, Inmate Financial Responsibility Program, has been issued as a separate Program Statement.

3. TABLE OF CHANGES

<u>Remove</u>	<u>Insert</u>
Chapter 10976	
Chapter 10950 Page 1 (CN-16) (04/04/89)	Chapter 10950 Page 1 (CN-53)

4. STANDARDS REFERENCED. None.

5. ACTION. File this Change Notice in front of P.S. 2000.02, Accounting Management Manual.

\s\
Kathleen M. Hawk
Director