



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-52  
**DATE:** July 13, 1995

1. PURPOSE AND SCOPE. This Change Notice revises Program Statement 2000.02, the Accounting Management Manual, to eliminate the requirements for Controllers to review Miscellaneous Obligation Records (MOR) quarterly, stores inventories to be conducted quarterly, and proof-checks to be submitted to the Central Office.

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

a. Eliminates the requirement for Controllers to review and validate all open obligations prior to the end of each quarter.

b. Eliminates references to disbursement schedules (SF-1166's).

c. Removes the requirement for stores inventories to be conducted and recorded quarterly.

d. Eliminates the requirement for Regional Comptrollers to forward a copy of each institution's proof-check along with his/her assessment of each institution's accounting operation to the Chief, Finance Branch, in the Central Office.

3. TABLE OF CHANGES

<u>Remove</u>	<u>Insert</u>
Chapter 10330, Page 5 (10/15/86)	Chapter 10330, Page 5 (CN-52)
Chapter 10400, Page 1 (10/15/86)	Chapter 10400, Page 1 (CN-52)
Chapter 10445, Page 1 (10/15/86)	
Chapter 10446, Page 1 (CN-14) (04/20/89)	Chapter 10446, Page 1 (CN-52)

Chapter 10545, Pages 3 - 5  
(CN-31) (12/12/91)

Chapter 10545, Pages 3 and 4  
(CN-52)

Chapter 10548, Pages 3 and 4  
(CN-12) (12/12/88)

Chapter 10548, Pages 3 and 4  
(CN-52)

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-51  
**DATE:** March 23, 1995

1. PURPOSE AND SCOPE. This Change Notice removes Chapters 10415, 10420, 10425, 10435, 10460, 10465, 10518, 10525, 10765, 10810, and 11115 from P.S. 2000.02, Accounting Management Manual. The removal of these chapters facilitates the restructuring process of the Accounting Management Manual.

2. SUMMARY OF CHANGES. The following chapters are being removed in their entirety:

10415	Allotment Code Identification Number
10420	Budget Activity
10425	Cost Centers and Performance Measurement System Codes
10435	Sub-objects
10460	Depreciation-Major Equipment
10465	Depreciation-Real Property
10518	Description of Computerized Ledgers and Transaction Codes
10525	Description of Each General Ledger Account
10765	Regional Finance Centers
10810	Employees Moving Expenses and Related State Federal Income and FICA/Medicare Taxes Withheld
11115	Available Financial Reports

The information contained in these chapters is being updated and will be reissued as a Technical Reference Manual (TRM). Copies of the deleted chapters may be retained for reference purposes until issuance of the TRM.

3. TABLE OF CHANGES

Remove

P.S. 2000.02, Chapter 10415,  
in its entirety.

P.S. 2000.02, Chapter 10420,  
in its entirety.

P.S. 2000.02, Chapter 10425,  
in its entirety.

P.S. 2000.02, Chapter 10435,  
in its entirety.

P.S. 2000.02, Chapter 10460,  
in its entirety.

P.S. 2000.02, Chapter 10465,  
in its entirety.

P.S. 2000.02, Chapter 10518,  
in its entirety.

P.S. 2000.02, Chapter 10525,  
in its entirety.

P.S. 2000.02, Chapter 10765,  
in its entirety.

P.S. 2000.02, Chapter 10810,  
in its entirety.

P.S. 2000.02, Chapter 11115,  
in its entirety.

4. ACTION. This Change Notice shall be filed 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-50  
**DATE:** June 13, 1994

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1. PURPOSE AND SCOPE. This Change Notice to P.S. 2000.02 removes Chapter 10770 in its entirety and two paragraphs from Chapter 10730 and refers readers to current policy in those areas.
2. SUMMARY OF CHANGES. Chapter 10770, Prompt Payment has been removed and issued as P.S. 2011.03, Prompt Payment. Chapter 10730 has been changed to remove Paragraph 3., Assignment of voucher numbers, and refers readers to P.S. 2011.01, Treasury Payment Module. Paragraph 6., Cash discounts, also has been removed and readers are referred to P.S. 2011.03, Prompt Payment.

3. TABLE OF CHANGES.

<u>Remove</u>	<u>Insert</u>
P.S. 2000.02, Chapter 10730, pages 3 and 4, dated October 15, 1986.	P.S. 2000.02, Chapter 10730, pages 3 and 4.
P.S. 2000.02, Chapter 10770, in its entirety, dated April 21, 1989.	

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

\s\Peter Carlson for\  
Kathleen M. Hawk  
Director



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-49  
**DATE:** March 3, 1994

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1. PURPOSE AND SCOPE. This Change Notice to P.S. 2000.02 removes Chapter 10586 in its entirety.
2. SUMMARY OF CHANGES. Chapter 10586, Debt Management, has been removed in its entirety and reissued as P.S. 2013.01, Debt Management.
3. TABLE OF CHANGES.

<u>REMOVE</u>	<u>INSERT</u>
P.S. 2000.02, Chapter 10586, dated December 10, 1992, in its entirety.	
4. ACTION. File this Change Notice in the Accounting Management Manual, P.S. 2000.02.

\s\  
Kathleen M. Hawk  
Director



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-48  
**DATE:** September 16, 1993

1. PURPOSE AND SCOPE. The purpose of this Change Notice is to revise Program Statement 2000.2, Accounting Management Manual, to reflect revised deposit procedures, issue procedures for accounting for tort claims, and update the reference to the Accounting Form 98.

2. SUMMARY OF CHANGES. Chapter 10620 has been changed to reflect revised deposit procedures. Deposits will be made every Friday regardless of the amount accumulated, and the CASH-LINK Identification Number shall be used on the Deposit Ticket, SF-215, and check endorsements. This Change Notice incorporates the provisions of Operations Memorandum 133-92 (2000), Deposit Procedures for Collections, dated June 29, 1992. In addition, changes to Chapters 10425, 10500 and 10587, explain the proper procedures for accounting for tort claims. Chapter 10925 is being changed to update the reference to the Accounting Form 98 in accordance with Operations Memorandum 251-92 (4200), dated October 5, 1992.

3. TABLE OF CHANGES

REMOVE

P.S. 2000.2, Chapter  
10425, pages 58 and 59,  
dated October 15, 1986.

P.S. 2000.2, Chapter  
10500, pages 1 and 2,  
dated February 10, 1993.

P.S. 2000.2, Chapter  
10620, pages 1 through 3,  
dated September 17, 1989.  
P.S. 2000.2, Chapter  
10925, page 1, dated  
October 15, 1986.

INSERT

P.S. 2000.2, Chapter  
10425, pages 58 and 59.

P.S. 2000.2, Chapter  
10500, pages 1 and 2.

P.S. 2000.2, Chapter  
10587 page 1.

P.S. 2000.2, Chapter  
10620, pages 1 through 3.

P.S. 2000.2, Chapter  
10925, page 1.

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

4. ACA STANDARDS REFERENCED American Correctional Association Foundation/Core Standards for Adult Correctional Institutions: C2-4018, C2-4025;

American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4031, 3-4041;

American Correctional Association Foundation/Core Standards for Adult Local Detention Facilities: C2-5027, C2-5031;

American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-1B-04, 1B-15.

5. ACTION. File this Change Notice in front of the Accounting Management Manual, P.S. 2000.2.

\s\  
Kathleen M. Hawk  
Director



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-47  
**DATE:** July 12, 1993

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

2. SUMMARY OF CHANGES. The purpose of this Change Notice is to update Program Statement (P.S.) 2000.02, Chapter 10640, to include the policies and procedures for the Department of Justice (DOJ)/Mellon Bank Third Party Draft Payment System. These procedures conform to the requirements set forth by DOJ and the Department of Treasury and were initially issued via Operations Memorandum 104-92, Mellon Bank Third Party Draft Payment System, dated May 29, 1992.

3. TABLE OF CHANGES.

Remove

Insert

P.S. 2000.02, Chapter 10640, entirety

P.S. 2000.02, Chapter 10640 in its pages 1 thru 15, Exhibits 1 and 2

4. ACA STANDARDS REFERENCED. None.

5. 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-46  
**DATE:** July 12, 1993

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1. PURPOSE AND SCOPE. Program Statement 2000.02, Accounting Management Manual is being revised to include procedures for forwarding funds of inmates returned to the D.C. Department of Corrections.
2. SUMMARY OF CHANGES. Chapter 10990 has been revised so funds of inmates returned to the D.C. Department of Corrections are forwarded to the Interstate Corrections Compacts Coordinator via U.S. Treasury Check.
3. TABLE OF CHANGES.

Remove

Insert

P.S. 2000.02, Chapter 10990,  
page 6, dated July 10, 1989

P.S. 2000.02, Chapter 10990,  
page 6.

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

4. STANDARDS REFERENCED. No change in standards due to this Change Notice.

5. ACTION. File this Change Notice 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-45  
**DATE:** March 16, 1993

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1. SUMMARY OF CHANGES. The Accounting Management Manual, P.S. 2000.02, Chapter 10435, has been revised to update the sub-object definitions associated with temporary duty travel.

2. TABLE OF CHANGES.

Remove

P.S. 2000.02, Chapter 10435,  
pages 10 through 13  
dated October 15, 1986.

Insert

P.S. 2000.02, Chapter 10435,  
pages 10 thru 13(b).

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

3. ACA STANDARDS REFERENCED. None.

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

\s\  
Kathleen M. Hawk  
Director