–A–

ABATEMENTS
Crediting....8287
Journal Entry, Kinds of....10220
Ledger Entry Posting....8364

ABSENCE REQUEST (Form STD. 634)....8594–94.3

ACCIDENT
Ambulance Service, Responsibility for....2581.2
Claim of Suit Against the State....2461
First Aid, Institutions....0190
First Aid Kits....2582.1
Injury Reports, Responsibility for....2581
Motor Vehicle....2430–2441
Recovery of Damages
from Third Party....8776, 8777.1–78
Reimbursement for Damage....0757
Repairs to State-Owned Vehicles....4115
Reporting, Supervisor's Responsibility for....2581.2
Reporting, Vehicle Accident....2440–41
Third Party Negligence....8537
Transportation of Injured Person....2581.2
Work Connected....2580

ACCOUNTABLE FORMS, Disposal of....1750

ACCOUNTING
Allotment-Expenditure....8300 et seq.
Audit Assessments....8286
Basis of....10200–250
Books of Original Entry....7222
Cost Accounting, Maintenance of Structures....8792
General Outline of Procedures....7200–50
Income....8200 et seq
Institutional Stores....10800–92
Investment Securities....8770
Lump Sum Payments....8596
Miscellaneous Procedures....8299.1, 8700–95
Offset....8790
Allocation of Costs....9200–9205
Property....8600 et seq.
Records....7220
Reports....7230, 7900–9082
System of....7150
Uniformity, Necessity for....7120
Withheld Payments, Accounting for....8795

ACCOUNTS
Allotment-Expenditure....8301
Approved Depositories....8031
Bank....19462
Controller's....8800
Controller's, Adjustment to....7955
Federal Funds....17101–135
General Ledger (See General Ledger Accounts)....7605
New, Centralized State Treasury System....8001.1
Numbering of Accounts....8814
Outside State System....8002
Payable....10544
Receivable....8776, 10407–13
Collection Procedures....8776.5–76.7
Damage to State Property....8776
Deferred Accounts....10417
Discharge from Accountability....8776.6
General Ledger....8911, 10407–16
Recovery....8593–93.3
Recovery from Other Departments....8776.8
Savings & Loan Assn....19463
Service(s) to Employees....11071–75
Subsidiary Revenue Accounts....8213
Treasurer's....8900–32

ACCRUALS
Abatements and Reimbursements....10407–16, 10602
Accounts Payable....10608
Change(s) in Method of Accrual....8793
Interest Earnings....8290.2, 8290.3, 10605
Reporting of Changes in Subsequent Events....7981
Reports to Controller's Accounts....7952, 10730
Revenue....10409-16, 10602, 10610
Trust Accounts....19305
Worksheets....7953, 10740
Year-end....8380, 8860 10602-10

ACQUISITION (See also the specific item)
Easements....1323.15
Expendable Property....8652
Information Technology & Services
(See PROCUREMENT, Information Technology)
Real Property....1323, 8705
Unbudgeted Equipment....3521.4
Vehicles....3620

ADMINISTRATION
Reorganization/Organization....0101
Capitol Area Plan....1310.1
Reorganization, Approval of....0101, 6063
Financial Policies....7110
Fiscal Management, for....7300-80

ADMINISTRATIVE COSTS
Central Service Costs....8753
Direct and Indirect....8757
Federal Programs, Recovery
of Costs Related to....8756.1
Interagency....8758

ADVERTISING....0500 et seq.
Fixed Completion Contract....1458.4
Help Wanted....0530
Limitations....1397
Paid Advertisements in State Publications....0580
Public Works Contracts....0540
Sale of Real Property....1323
Signs, Commercial....1323.14

AGENCY ACCOUNTING AND
FISCAL PROCEDURES....7110–7240

AGREEMENTS
Interagency....8758.1
Master Service Maint. & Rental....3532–33

AIRCRAFT
Federal Use Tax....8737
Pilot Qualifications....0747
Privately Owned....0743
Rental....0745

AIR TRAVEL (See TRAVEL)

ALCOHOL PURCHASES, TAX FREE
(See PURCHASES, ALCOHOL)

ALLOTMENT-EXPENDITURE ACCOUNTING
Allotment-Expenditure Ledger....8302
Allotments,
Accounting....8300–82
Capital Outlay....8363
Personal Services....8341
Salaries and Wages....8341.1

ALTERATIONS TO STATE BUILDINGS (See SPACE)

AMBULANCE SERVICE (See ACCIDENT)

AMERICAN WITH DISABILITIES ACT 1321.18

ANNUAL REPORTS (See REPORTS)

APPEAL OF BUSINESS USE CERTIFICATION.....1735

APPRAISALS (See REAL PROPERTY)

APPROPRIATIONS
- Advances to 8100–8111.2, 10418
- Allotted.....8320
- Budget Act.....8301.1
- Budgets Not Specifically Authorized 8301.3
- Capital Outlay 8362, 8422.21
  - Appropriations 1460.1–60.3
- Continuing.....8382
- Invoices, Payable from Reverted Funds 8422.7
- Other Appropriation and Executive Orders.....8301.2
- Prior Year Adjustments.....10240
- Reversion
  - Special Construction Funds 1460.4
  - Unclaimed Trust Moneys.....18424.7

ARCHITECT AND CONSTRUCTION, STATE OFFICE OF.....1450

ARCHITECTURE
- Asbestos Program.....1322.12
- Asset Planning and Enhancement.....1310
- Design.....1321, 1451, 1452.4
- Revolving Fund.....1321.1, 1452.4

ATSS (See TELECOMMUNICATIONS)

ATTENDANCE RECORDS 8539–40

AUCTIONS
- Advertising of.....0510
- Surplus Property.....3520.8
- Vehicles, OFA Conducted 4111

AUDIT
- Assessments, Accounting for.....8286
- Authority 6045
- Finance, Department of.....7240
- Freight Bills.....3851
- Frequency of.....7240
- Information Technology.....20013
- State Agencies by Bureau of State Audits.....7380
- Travel Expenses 8422.114–22.115, 8711.3

AUDITING OF STATE AGENCIES.....20000 et seq.
- Administration of Federal Pass-Through Funds.....20070
- Audit Cycles, Objectives, and Control Points 20050
- Identification of Federal Pass-Through Funds 20070
- Internal Auditing Standards 20040
- Internal Control 20050
- Letters of Representation 20020
- Notification of Actual or Suspected Fraud and Irregularities 20080
- Requests by Federal Agencies for Audits of State Agencies.....20020
- Review and Reporting on Internal Controls 200610
- State Agencies Required to Report on Internal Control Systems.....20060
- State of Calif.–Central Audit Organizations.....20010
- Types of Auditors, Roles, and Standards.....20040

AUGMENTATION FOR CONTINGENCIES OR EMERGENCIES.....6536

AUTHORIZED SERVICES TO EMPLOYEES, OTHER.....11050

AUTOMOBILE OR AUTOMOTIVE (See VEHICLE)

AWARDS
- Merit Award Program..... 4700 et seq.
- Service Awards.....4700

–B–

BANK
- Accounts 8001-02, 19462
- Deposits 8030–36
- Drafts 3580,8122
- Reconciliations 7901, 7920,7967, 7923, 8060
- Statements.....8050

BENEFIT TRUST FUNDS (See TRUST FUNDS)

BIDS, COMPETITIVE
- Construction Contract.....1454.2
- Information Technology..... 5200–16.95
- Invitation for Bid (IFB) 5212
- Limiting 3503, 3555
- Purchasing 3503
- Request for Proposal (RFP).....5213
- Request for Quotation (RFQ).....5214
- Sole Source 5209
- Surplus Property 3520.8
- Typewriters.....3674

BILLING
- Automotive Inspection Service(s).....4113
- Bills of Lading.....3840
- Codes, General Services.....8471.7
- Late Payment Penalty 8474-8474.4
- Freight Bills and Invoices.....3800.3–01, 3850–51.2, 8422.101
- Services of Employees, Hourly Rates 8740
- Services Rendered 8471.24
- Stores Purchases 3543.3
- Travel Expenses.....8711.2

BINDING PUBLICATIONS (See PRINTING)

BLANKET
- Estimates and Purchase Orders 8342.2
- Out-of-State Travel..... 0761–62
- Purchase Order 3568

BOARD OF CONTROL, STATE
- Claims 8710
- Organization of Fiscal Management 7340

BOND FUNDS.....14400

BONDS
- Insurance and Surety 2400–82.1
- State Treasurer's Responsibility
  - for General Ledger Accounts 8930–32
  - Surplus Money Investment Fund 8284.1

BOOKKEEPING MACHINES (See PURCHASES)

BOOKS AND PUBLICATIONS, PURCHASE OF.....3691

BOOKS OF ORIGINAL ENTRY (See ACCOUNTING)

BUDGET ..... 6000 et seq.
- Administration
  - Program Objectives and Descriptions.....6108.5
  - Program Requirements 6108.5

BUDGET (Cont.) ....6000 et seq.
Allotment Transfer 8324
Annual Financial Plan
Development & Enactment 6300
Preparation and submittal....6315
Appropriations, Reconciliation with....6478
Augmentation, Ltrs of Necessity for Appropriation 6536
Bill Analysis....6960
Budget Act/Final Budget Summary....6333,6350
Budget Allotment, Transfer of 6539
Budget Bill 6325
Budget Revision, Preparation of
and STD.. Form.... 6533, 6542-6545
Capitalized Assets 6800-6899
Introduction and General 6801-6809
Planning and Budgeting.... 6810-6839
Administration of Capital Outlay.... 6840-6868
Capital Assets Financing Glossary Index,
Terminology, Acronyms and Forms 6899
Category Transfers 6548
Conference Committee, Budget....6340
Contracts, Budgetary Approval of 6530
Conversion Code Listing 6430
Deficiency Authorization....6536
Department Budgetary Presentation 6400
Emergency Services by State Agencies....6560
Enrolled Bill Report 6965
Equipment 6457
Federal Funds, Supplementary Schedule....6460
Final Change Book....6355
Forms
9 (STD.)....6453
10 (STD.)....6453
22 (RESD.) 1321.1
23 (RESD.) 1321.12
25 (STD.)....6533,6539
26 (STD.).... 6533, 6542-6545
31 (STD.)....6418
33 (STD.)....6451
38 (DF) 6484
47 (DF) 6651-6554
300 (DF) 6451, 6454
301 (DF) 6460, 6466
302 (DF) 6450, 6457
399 (STD.).... 6601, 6603, 6606, 6614, 6615
607 (STD.)....6448, 6527
613 (STD.)....6448
625 (STD.)....6512
4083 (OREDS)....6453

Forms, Finance Budget 6005
Fund Condition Statements....6481
Governor's Budget, Publication, Distribution,
Ordering and Public Sale 6320
Hearings 6310
Information Technology.... 6700-6780
Introduction to Budgeting Section....6000
Legal Basis for Budgetary Control 6503
Legislative Analyst's Analysis of the
Budget Bill 6330
Legislature.... 6900-6965
Legislative Calendar....6905
Local Mandates 6600-6616
Operating Expenses.... 6451-6457
Overview of California's Budget Process 6100-6220
Personal Services 6403-6406, 6506-6527
Policy, Budget 6305
Positions:
Blanket 6439, 6518
Budgetary Approval....6527
Certification for Continued Payment
of Established Positions 6521
Expiring, Filled....6436
Limited-Term....6515
New 6512
Permanent 6509
Reimbursements 6463-6466
Revision of Programs and Allotments 6533
Salary Savings 6409
Schedule:
7A 6415-6419
8 6424-6429
8 Summary....6448
9 Supplementary Schedule of Equipment....6457
10 Supplementary Schedule of
Appropriations....6484
11 Supplementary Schedule of Operation
Expenses and Equipment 6454
Section:
26 Category Transfers 6548
28 and 28.50 Letter Additional
Funding.... 6551-6557
31 Personnel Transactions.... 6406, 6418
Space Action Requests (Form 9)....6453
Staff Benefits 6412
Summary by Object 6475
Temporary help or Overtime Blankets....6518
Tort Liability....6472
Two-Year Legislative Session 6905
Vacant Positions Report 6445
Veto 6345

BUILDING IMPROVEMENTS 1452.4

BUILDINGS & GROUNDS
Asbestos Notification 2591
Building Maintenance 1330
Charges for Services....1330.1
Display of Art, Posters and Notices 1330.7
Facilities Planning 1310
Grounds Maintenance....1330
Purchase and Display of Flags 1330.8
Smoking in State Buildings....1330.5

Use Outside of Regular Working Hours 1330.3

BUREAU OF STATE AUDITS 7380

BURGLARIES (See CRIMES)

BUSINESS USE CERTIFICATION, APPEAL OF 1735

–C–

CALENDAR OF REPORTS AND ACTIONS 7990

CALIFORNIA ACCESSIBILITY
REFERENCE MANUAL....1456.3

CALIFORNIA PROJECT MANAGEMENT
METHODOLOGY (CA-PMM) .... 4819.31(5), 4910

CALIFORNIA STATE STRUCTURAL SAFETY INTERPRETIVE
MANUAL....1456.3

CAPITAL OUTLAY
Allotment 8363
Appropriations....8422.21
Continuing 8382
Capitalized Assets 6800–6899
Capitol Area Plan 1310.1
Encumbrances....8343

CARDS

Credit (See CREDIT CARDS)
Post 2232
Signature
State Treasurer's, Form 38 ..... 8001.2–02

CASH ..... 8000 et seq.
Accountability 8021
Advance 8116, 8180, 8580.4
Approved Depositories 8031
Cash Management Improvement Act 8010-14
Deficiencies 8072
Deposits 8030–36
Fiscal Agents 8002.1
General 8000–02.5, 8090–99
General Ledger Accounts 7610
Handling, Separation of Duties 8080.2
Non State Money 8002.5
Overages and Shortages 8070–72.1
Payment Funds (Institutional) 8121
Payments, Services to Employees 11072.1
Petty Cash (See REVOLVING FUNDS (OFFICE))
Purchase Funds 8112–12.6
Purchases 3580
Receipts 8020–23
Reconciliations 8060
Recovery by Collection 8593.1
Recovery by Offset 8790
Revolving Fund, Cash Book 8191
Separation of Duties 8080–80.1, 8580.1
Shortages, Adjustment 8072, 10509
Statements 8050
Transfer Receipt (Form STD. 440) 8021
Withdrawals 8040–48

CATALOGS AND PRICE LISTS
Material Services Section 3542

CENTRAL STORES, OFFICE OF PROCUREMENT
(See MATERIAL SERVICES)

CENTRALIZED PURCHASING, PURPOSE OF 3501–02

CENTRALIZED STATE TREASURY SYSTEM 8001.1, 8890

CERTIFICATION
Lost or Destroyed Meal Tickets 11027

CHANGE FUNDS (See REVOLVING FUNDS (OFFICE))

CHARGE CARD (See CREDIT CARD)

CHARGES
Interagency Services 8758
Living Quarters 11033

CHECKS (See WARRANTS)

CLAIM
Against an Employee 8790.7
Against the State 2461
Board of Control 8710
Capital Outlay Appropriations 8422.21
Claim Schedule
Consumer Use Tax Data 8731
DGS Services 8471.44–71.63
Disbursements 8422–27
Freight Bills 3851–51.2
"No Warrant" Claim 8471.25
Processing Claims 8170
Real Property Acquisition 8705
Refund Claims 8240, 8424
Standard Entry No. 1 10501
Corrections (Form AUD–16) 8422.5
Damage to
Commercial Automobile 0758
Employee's Personal Property 8423
Private Vehicle 0757, 2430–42.1, 8777.1–77.2
State Property, Third Party 8778
Delinquent Invoices 8471.51–71.52, 8473-8474.4

Direct Transfer by DGS 8471.13

No Warrant 8471.25–71.63
Purchase and Expense 8170, 8422

Claims for Refunds 11073.2
Gasoline Tax 8745.1–45.4
Governmental Cost Funds 8240-41, 8424
Revolving Fund(s)
Advances 8595
Claims 8170
Claims to Establish 8425
Deficiencies 8072
Standard Entry No. 1 10501
Warrants 8422.25
Short or Damaged Shipments 3860–69
Tort Liability 8712
Travel Expense Claim (See TRAVEL)
Use Tax 8730
Workers' Compensation (See INSURANCE)

CLASSIFICATION OF FUNDS ..... 7400 et seq.

COMMERCIAL VEHICLES (See VEHICLE)

COMMUNICATIONS (See TELECOMMUNICATIONS)

COMPETITIVE BIDS (See BIDS, COMPETITIVE)

COMPUTERS (See INFORMATION TECHNOLOGY)

CONDEMNATION DEPOSITS FUND
Interest Income 8284.2
Std. Entry No. 32 Interest Received 10532

CONFERENCE
Rooms, Use After Hours 1330.5
Travel to 0724

CONSTRUCTION 1328, 1453-1454.3
Project Undertaking (RESD Form 23) 1452.2
Public Works Board Approvals ..... 6700 et seq.
Safety of Schools and Hospitals 1456.1
Services Available, DSA 1450.2

CONSTRUCTION MANAGEMENT AND QUALITY
ASSURANCE MANUAL 1454.3

CONSTRUCTION REVIEW 1456.2

CONSTRUCTION SERVICES, OFFICE OF
Construction Management and Quality Assurance
Manual 1454.3
Contacts 1454
Internet Location 1454
Phone Numbers 1454.3
Program Purpose 1454
Services 1454
Statutory Authority 1454

CONSULTANT SERVICES
Architectural....1452.2
Information Technology....5222
Feasibility Studies & EDP Acquisition....5202

CONTAINERS, RETURNABLE....8765

CONTRACTS
Construction Services Areas I-IV, HQ....1454
Design Services....1452
Regulation Services....1456

World Wide Web....1452
CONTRACT(S)....1200 et seq.
Advertising Space....0560
Approval
General Services....1215,1216
Fixed Completion Date....1458.4
Authorization of Agreements....1208
Budgetary Approval....6530
Centralized Purchasing (See PURCHASES)
Contracts Register....1233
Exempted from General Svs. Approval....1215
Extensions and Renewals....5210
Freight Shipments....3802, 3885
General....1200 et seq.
General Svs. Approval Required....1216
Hazardous....1216
Information Technology
(See PROCUREMENT, Information Technology)
Lease & Lease Purchase....3700, 8632
Microfilm Services....1216, 1652
Optical Disk Services....1652
Policy....1200, 1205
Private Architect....1453.1
Project Undertaking (Form STD. 23)....1452.2
Public Works....0570
Rental....1216
State Contracting Manual....1205
Substitutions Committee....1456.3
With Other Governmental Jurisdictions....8479

CONTROLLER, STATE
Accounts....8800-8890
Adjustments to....7955
Fund Ledgers....8810–14
Numbering of Ledger Accounts....8814
Conversion Deck Listing....6116.3
Disbursements by
Transfers....8451–60
Warrants....8421–27
Organization for Fiscal Management....7320
Payroll Functions....8520
Receipts....8593.1, 8830, 10512, 18424.5
Remittance Advice (Form CA–21)....8091.1
Salary Warrants, Distribution of....8580–80.5

CONVENTIONS (See TRAINING, OUT SERVICE)

CORRECTIONAL INDUSTRIES (See FURNITURE)

CORRESPONDENCE
Format (Letterhead)....2820
Governor's Office....0211
Memorandums....2820
Return Address, Use of....2250

COST ACCOUNTING (See ACCOUNTING, COST)

COST CONTROL....1324, 1452.4

COUNTERFEIT CURRENCY....8072.1

COURT WITNESS....8594.1

CREDIT CARDS
Acceptance of Credit Cards....8023.1
Air Travel....8711.1
Automotive Equipment....3629
Billing Requirements....8711.2
Charge Notice Card....11061
Department Responsibility for....4108, 8711.1
Deposits....8032.6
Emergency Purchases....3629
Record of....8711.1
Vehicle Related Purchases....3590.1–90.5

CREDIT REPORTS....3514
Burglary, Robberies, and

CRIMES
Burglary, Robberies, and
Robbery Attempt....8000
Stolen Property....8643
Copying Prohibitions....2880
Exemptions from Reporting....8640, 8643
Notification of Actual or Suspected Fraud and
Irregularities....20080

CUSTODIANSHIP, OFFICE REVOLVING FUNDS....8130

–D–

DATA PROCESSING (See INFORMATION TECHNOLOGY)

DECALS, IDENTIFICATION OF STATE-OWNED VEHICLES
(See VEHICLES, STATE-OWNED)

DECEASED PERSONS
Age of Designee....8477.26
Deceased Employee Property Release....8477.32
Deceased Inmate's Personal Property....19425.1
Funds and Property, Release of....8477.3-8477.32
Return of....0772

DEDUCTIONS, PAYROLL....11072.2–72.22

DEFALCATIONS (See CRIMES)

DEFENSIVE DRIVER TRAINING PROGRAM....0752

DEFERRED CHARGES AND INVENTORIES....7627

DEFICIENCY APPROPRIATION....6536

DEFINITIONS
Agency Trust Cash Fund....8090.1
Allotment-Expenditure Accounting....8301
Budget....6000 et seq.
Bill....6325
Cash, General....8090
Change Book....6355
Conversion Code Listing....6430
Drawings, Architectural....1450.3, 1451.3
Equipment....8614
Federal Funds....17105
Federal Funds, Expenditure of....7974
Forms....1710, 1735
Freight Bills....3800–3800.1
Governor's Budget....6120
Headquarters....0710
Income....8200
Information Technology....4819.2
Liquidated Claim....8473
Minor Capital Outlay....6807
Offsetting....8790.1
Permanent Appointment....6509
Position(s),
Limited Term....6515
New....6512

DEFINITIONS CONT.
Permanent....6509
Temporary Help or Seasonal Blanket....6518
Program Statement....6220
Regulation....6602
Reimbursement....6463
Residence....0710
State Plans....1105
Telecommunications....4505
Travel Expenses....0710
Vehicle....2420

DEFICIENCIES (See SHORTAGE)

DELINQUENT INVOICES,
DUE GENERAL SERVICES....8471.51

DELIVERY SERVICE, PARCELS....3831

DEMURRAGE, FREIGHT....3810

DEPARTMENT OF FINANCE
Audit....7240
Organization for Fiscal Management....7310

DEPARTMENT OF GENERAL SERVICES
General Authority....0005

DEPOSITORIES, APPROVED....8031

DEPOSITS
Guaranty....19410
Introduction....8030
Large, Reporting Information....8032.5
Lost....8035
Miscellaneous, Unclaimed....18424.4
Procedures.... 8030-8036

DESIGN SERVICES, OFFICE OF....1321, 1452
Background....1452.4
Building Improvements....1452.4
Client Services....1452.2
Cost Control....1452.4
Information....1452.3
Major Policies....1452.2
Program Purpose....1452
Project Management....1452.4
Quality Control....1452.4
Special Programs....1452.4
Statutory Authority....1452.1
World Wide Web....1452

DESTROYED, (See LOST, STOLEN, or DESTROYED)

DESTRUCTION OF PAPER WORK AND RECORDS
(See RECORDS MANAGEMENT)

DIRECT CONSTRUCTION....1328.12

DIRECT DELIVERY, COMMODITIES....10832

DISABILITY (See EMPLOYEE)

DISBURSEMENT VOUCHER (Form STD. 439)....8112.2

DISBURSEMENTS....8400 et seq.
Claim Schedule (Form STD. 218)....8422.2
Direct Transfer by DGS....8471.13
General....8400.1
General Ledger Accounts....7610
Reportable Payments.... 8422.19 et seq.
Payrolls....8421, 8451
Late Payment Penalties....8474 et seq.

DISCOUNTS....3573, 8113

DISCHARGE FROM ACCOUNTABILITY....8776.6

DISHONORED CHECKS
Income Adjustment, Examples....8290.9
Redeposit Charge.... 8043–43.1
Standard Entry
No. 710507
No. 810508
No. 910509
No. 10....10510
No. 11....10511

DISPOSAL
Information Technology
Equipment.... 5901–03
Supplies.... 5951–53
Personal Property.... 3520, 8634
Property Accounting.... 8660, 8671–72
Surplus Personal Property....3520
Unused Accountable Forms....1750
Vehicles....4111

DOCUMENTS
Accounting Records.... 7220–21
Copying Prohibitions....2880
Distribution of
Publications.... 3122.24, 3161
Free to Public....3161
Posting, Controller's Accounts....8830
Printing of.... 2800 et seq.

DOCUMENTS AND PUBLICATIONS
(See PUBLICATIONS AND DOCUMENTS)

DONATED STATE PROPERTY....3521
DONATED STORES RECEIVED.... 10822–22.1

DONATIONS (See GIFTS)

DRUGS, PURCHASE AND HANDLING.... 3661–3661.2

DRY CLEANING AND LAUNDRY SERVICE.... 11041–43

DUPLICATING
(See PRINTING or REPRODUCTION SERVICES)

DUTIES, SEPARATION OF.... 8080–80.1
Deposits....8032.3

–E–

EARNINGS FROM INTEREST, MAXIMIZE....8099

EASEMENTS....1323.15

ELECTRONIC EQUIPMENT & SUPPLIES
PURCHASELEVERAGED PROCUREMENT AGREEMENTS5291

EMERGENCY
Death or Serious Injury....2430
Purchases.... 3511–11.2
Services....6560
Sub-Purchase Order Use....3571.2
Vehicle Equipment, Purchase of....3629

EMPLOYEE(S)
Absences.... 8534, 8594–94.4
Accident/Death–Rpt. to Attorney General....2455
Attendance Report Form (STD. 672)....8539
Benefit from Purchasing....3504

EMPLOYEE(S) CONT.
Deceased
Return to Headquarters 0772
Warrant Release 8477.1
Disability 0483.1–83.2
Exempt.....0400
Extra Hours, Auth. & Comp. (See SPB PTM)
Housing, Equipment Furnished for.....6227
Jury Duty 8594
Leave Record.....8534
Maintenance Credit Notice
Meal, Cash Payment for.....11072.1
Meal Ticket 11024
Refund for Unused Service.....11071
Meal Ticket Books 11022
Parking 4118
Physical Examination.....0191
Prohibited Practices.....3504
Recovery of Funds from.....8593–93.3
Relocation and Moving.....3820–29.2
Roster Card.....8520
Separated Employees 8580.4, 11072.21
Services to 11000–75
Service Awards 4700
Suggestions .....4700 et seq.
Travel Advances.....8116
Warrants 8580

ENCUMBRANCES
Accounting Instructions 8340–43
Capital Outlay 8343
General Ledger Accounts.....10465
Lag 8324, 8342.1
Leases (Form STD. 1) 8342.3

ENDORSEMENTS
For Deposit.....8034–34.4
Revolving Fund Checks.....8160

ENERGY ASSESSMENTS.....1323

ENTERPRISE ARCHITECTURE.....4819.31(6), 4906

ENTRIES, STD, GENERAL LEDGER 10501–10651

ENVELOPES
For Paper Stock Checks 3696.2
Use of 2261–62

EQUIPMENT (GENERAL)
Automotive.....3620–29
Budget 6457
Defined 8614
Information Technology.....5210.15200
Acquisition (See PROCUREMENT, Information Technology)
Definition 4819.2
Disposal.....5901–03
TerminalLeveraged Procurement Agreements ..5291–93

Food Preparation and Vending Machines.....1330
Heavy Equipment.....3615
Identification 3693
Lease/Purchase,
Analysis.....3700–31, 5207
Format 3731
Lease-with-Option-to-Purchase 3750
Present Value Techniques.....3730
Review of Lease Decisions.....3761
Lost, Stolen or Destroyed.....8643
Property Inventory 8652
Purchase of 3558–58.1, 8631
Records, Livestock.....10991.1–.2
Rental of 1216
Rental and Loans of 3522–22.1
Sale, Trade-In or Transfer.....8633, 8640–42
Surplus, Inspection.....3521.1
Telecommunications.....4530
Unbudgeted Acquisitions of.....3521.4

EQUIPMENT (OFFICE)..... 3671–78
Budget.....6457
Identifications of..... 3692, 8651
Lease/Purchase ..... 3700 et seq.
Lost, Stolen or Destroyed.....8643
Microfilm.....1654
Purchasing 3671–78
Rental and Loans 3522–22.1
Storage 3536
Surplus, Disposal.....3520
Typewriters, Care and Cleaning..... 3671
Word Processing..... 3677, 4819.3
(See EDP Equipment Definition 4819.2)

ESTIMATES
Blanket, Encumbrances 8342.2
Capital Outlay Projects
Appropriation Increases 1460.2–60.3
Construction ..... 6800 et seq., 1452.2
Confirming.....3511.1
Office Machine Repair
Service Required 8460
Purchase (Form STD. 66)..... 3550–59.2
Register
Books of Original Entry 7222
Established Positions.....8531
Standard Entry No. 2 10502
Transfer of Allotment.....8324
Requisitions 3550–59.2
STD. 96
Correct Problems 3566.1
Encumbrances..... 8340–43
Inc./Dec. of Est., Purchasing..... 3559–59.2

ESTIMATING AND ORDERING STORES 10806

EXECUTIVE ORDERS (REGULATIONS)
Appropriations.....8301.2
Balances.....7957
Budgeting 6601-6602
Publication of.....0530

EXEMPT
Employees 0400–22.1
Excise Tax (See TAX)
From General Services Approval:
Contracts.....1215
Form STD. 23.....1452.2
Freight Bills.....3851.1
Sales (See TAX)

EXPENDITURES
Abatements 8364, 10220
Accounting for..... 8300–82, 10210
Capital Outlay..... 6800 et seq., 8363
Federal Funds, Report of.....7974
General Ledger Accounts..... 7605–7680
Information Technology.....4819.2
Operating Expenses and Equipment 8362
Parking Fees 0755
Personal Services.....8361
Pool Car Expense, Claim for.....0756
Purchase & Expense, Claims.....8422
Relocation..... 0721, 0775, 3820–29.2
EXPENSE CLAIMS (See TRAVEL)

EXPRESS SHIPMENTS.....3830

–F–

FACSIMILE SIGNATURES, USE OF 8001.3, 8081–82

FARMING AND PROCESSING OPERATIONS 10900–94

FARMING OPERATIONS, REPORT OF 10990

FEASIBILITY STUDY
Information Technology.....4920–30.1
Telecommunications 4511

FEDERAL
Administrative Cost Recovery 8753, 8755
Cash Management Improvement Act (See CASH)
Grants 0912
Letter of Credit 8003
Notice of Levy.....8790.6
Publications, Purchase of 8114
Report of Expenditure of Funds.....7974
Supplementary Schedule of
Federal Funds 6460
Surplus Property.....3521
Temporary Advance for Working Funds
U.S. Agency for International Development 8122
Trust and Agency Funds 17101–400
Use Tax on Civil Aircraft.....8737
Vouchers.....8422.107

FEE SCHEDULES
Medical and Related Services 0190.1–91–4

FILING EQUIPMENT (See Equipment (Office))

FILING SUPPLIES (See PURCHASES)

FINANCE, DEPARTMENT OF
Audit.....7240
Executive Orders 6140
Finance Section 28 Letter 6551-57
Organization for Fiscal Management.....7310

FINANCIAL ADJUSTMENT, PLANS OF 8452–52.2, 8715

FINANCIAL CONDITION
Dun & Bradstreet 3514
Special Deposit Funds.....18420

FINANCIAL INTEGRITY & STATE MANAGERS'
ACCOUNTABILITY ACT (FISMA) 20040
Internal Auditing Standards 20040
Review and Reporting on Internal Controls 20060

FINANCIAL PROFILE INFORMATION REPORTS 3514

FIRE MARSHAL, APPROVAL of SPACE PLANS.....1321.18

FIRST AID
Certified Supplies.....2582.1
To Order 3571-3571.1

FISCAL MANAGEMENT
Bureau of State Audits 7380
Controller, State 7320, 8800
Legislative, Analyst.....7360
Organization for 0130, 7300–80

FORMS MANAGEMENT 1700-50
Agency Forms Coordinator Appointment 1705
Agency Forms Coordinator Responsibilities.....
.....1700 et seq.
Agency Forms Responsibilities .....1700 et seq.
Appeal of Business Use Certification 1735
Business Use Forms/Reports 1710, 1735
Catalogs.....1725, 1730
Control Numbers 1740
(FMC) Forms Management Center 1700, 1701
Inventories and Index 1735, 1740
Legal Impact, Review for 1725
Policy 1700
Privacy Laws and Regulations 1745
Procedures 1700
Public Use Forms 1710, 1740
Resource Documents/Handbooks ..... 1700 et seq.
Rules and Standards 1701
Standard State (STD.) Forms 1701, 1710, 1730
Unused Accountable Forms, Disposal of.....1750

FORM 23
Authority for Review.....1452.2
Request for Project Undertaking.....1452.2
Request for Review 1452.2

FREIGHT
Agency Responsibility 3804
Bills and Invoices
Audits 3851
Bills of Lading.....3840
Definitions, Rates, etc. 3800–3800.1
DGS Approval Needed.....3851
Exempt from DGS Approval.....3851.1
Carrier Selection.....3800.1
Centralized Services.....3801
Claims 3860–69
Demurrage 3810
Insurance Rates..... 3811, 3820.1
Moving & Storage 3820–29.2
Rate Agreements 3885
Routing Guide 3800.1
Short and Damaged Shipments 3860–69
Split Pickup and Delivery 3870
Tariffs 3885
Tonnage Distribution Report.....3880

FUELS AND PETROLEUM PRODUCTS
Invoices..... 8422.102
Purchasing 3681–89.2

FULL COST RECOVERY 8752

FUND BALANCE, ANALYSIS OF CHANGE IN
Nongovernmental Cost Funds
Retirement 16400
Trust & Agency Funds Federal 17101–400
Non-Treasury.....19400
Other 18420

FUND BALANCES, VERIFICATION OF.....7910

FUND DISTRIBUTION, CHART OF 7610

FUND LEDGER,
STATE CONTROLLER'S ACCOUNT 8810–14

FUNDS
Advance Payments 1216
Bond Funds..... 7410, 14400
Cash Purchase (Petty Cash).....8112
Classification of.....7400
Condemnation Deposit Fund
Entry No. 32 Interest Received 10532
Interest Income 8284.2
Discharge from Accountability 8776.6
Establishment of New State Funds.....7450
Federal
Federal Trust & Agency Funds 7410, 17101-400
Report of Expenditures.....7974
Temporary Advances for Working Funds 8122
Trust and Agency Funds 7430
Trust & Agency Funds 7430

FUNDS CONT.
Governmental Cost Funds
Accounting Instructions 10200–994
Definitions 7410
Federal Funds 7430, 7610
General Funds (State) 7410, 7610
General Ledger Accounts 7610, 10401–75
Reports 7950–82
Institution Cash Payment Fund 8121
Nongovernment Cost Funds 7410, 13400
Bond Funds 14400
Reports 7950–82
Retirement Funds 7430, 16400
Trust and Agency Funds
Federal 17101–400
Non-Treasury 19400
Other 18420
Office Revolving
(See REVOLVING FUND (OFFICE))
Surplus Money Investment Fund 8284.1
Travel 0733, 8116–17
Trust and Agency Funds 17101–18420

FURNITURE/FURNISHINGS
Modular Systems Furniture 1321.17
Prison Industry Authority 3505, 3672
Recycled 3520

–G–

GARAGES, STATE (See Vehicle, State-Owned)

GASOLINE
Purchase of 3687.1–87.2, 8422.102
Tax Refunds 8745.1–45.5

GENERAL FUND, STATE 7410

GENERAL LEDGER ACCOUNTS 7605–80, 10401–10475
Charts, Treasurer 8911, 8921, 8931
Governmental Cost Funds 10401–75
Integrated Chart of 7605–80
Numbering 8814
Purpose and Nature of 7605–80
State Treasurer 8900–32

GENERAL OUTLINE OF PROCEDURES
ACCOUNTING 7200–50

GENERAL RESPONSIBILITIES AND SERVICES
FOR STATE POLICIES AND PROCEDURES ...0100 et seq.

GENERAL SERVICES, DEPARTMENT OF 8471.1
Collection of Delinquent Invoices 8471.51

GIFTS
Documents Required 8634
Personal Property 8634
Real Property 1322
Special Purpose Trusts 19440

GLOSSARY (See DEFINITIONS)

GOVERNMENTAL COST FUNDS (See FUNDS)

GOVERNOR'S OFFICE ....0200 et seq.

GRANTS 0900

GROUNDS (See BUILDINGS & GROUNDS SERVICES)

GUARANTY DEPOSITS 19410

–H–

HANDICAPPED
Access Regulations 1456.2

HAZARDOUS MATERIALS CERTIFICATION 3840.1

HEALTH & SAFETY CODE COMPLIANCE 1321.18

HEALTH & WELFARE FUNDS, CONTRIBUTIONS TO
HOLIDAYS 8740

HOSPITALS AND MEDICAL SERVICES AT STATE FACILITIES
....0190

HOURLY RATE 8740

HOUSING, STATE-OWNED
Rental by Employees 11031–33

–I–

IDENTIFICATION OF FORMS 1720, 1740

INCOME .... 8200 et seq.
Accrual 8290–90.4
Definition 8200
From Investments 8284
Overpayment & Underpayment 8241
Sundry Items 8281–84.2
Tax 8572, 8572.1–.2, 8572.5

INDIRECT COST 8755.1–.2, 8756

INDUSTRIAL INJURY EMPLOYER'S REPORT
Payrolls 8535
Workers' Compensation 2580

INFORMATION
Inquiries 2464

INFORMATION SECURITY .... 5300 et. seq.
Introduction 5300
Statutory Provisions 5300.1
Applicability 5300.2
Agency Responsibilities 5300.3
Definitions 5300.4
Risk Management 5305
Risk Analysis 5305.1
Agency Risk Management Program 5305.2
Policy, Standards, and Procedure Management 5310
Organizing Information Security 5315
Agency Management Responsibilities 5315.1
Agency Designations 5315.2
Asset Protection 5320
Ownership of Information 5320.1
Responsibility of Owners of Information 5320.2
Responsibility of Custodians of Information 5320.3
Responsibility of Users of Information 5320.4
Classification of Information 5320.5
Human Resources Security 5325
Physical and Environmental Security 5330
Communications and Operations Management 5335
Information Integrity and Data Security 5335.1
Personal Computer Security 5335.2
Access Control 5340
Information Systems Acquisition,
Development, and Maintenance 5345
Software Licensing Integrity Practices 5345.1
Cryptography 5345.2

INFORMATION SECURITY CONT.

Incident Management 5350
Information Security Incident
Reporting Requirements 5350.1
Criteria for Reporting Incidents 5350.2
Incident Follow-up Report 5350.3
Disaster Recovery Management 5355
Operational Recovery Planning 5355.1
Agency Operational Recovery Plan 5355.2
Additional State Data Center Requiremants 5355.3
Compliance 5360
Compliance Summary 5360.1

INFORMATION TECHNOLOGY ..... 4800 et seq.
Agency Information Management Strategy. 4900.1-.03, 4925
Audit Requirements 4819.34, 4844, 20013
Authorization of Agreements 5205.3
Budgetary Review 4819.42
Budgeting ..... 6700 et seq.
California Software Management Policy 4846
Certifications 4819.39, 4832, 5200.7
Computer Assisted Retrieval-Microfilm 1650–52
Data Centers 4982–.2
Definitions Pertaining to 4819.2, 4900.1, 4989.1
Desktop and Mobile Computing ..... , 4989-4989.3
Delegation 4819.34–.38, 4900.2, 4989.2
Exclusions 4819.31
Feasibility Study 4819.34–.35, 4920–30.1
General Policies 4800–19.42
Information Management Planning 4900–03.4
Information Technology Infrastructure Policy 4834
Information Technology Capital Plan 4904
Management Principles 4800
Ongoing Information Technology Activities 4819.40
Organization and Staffing 4851–52
Planning 4819.31, 4900–03.4
Previously Approved Effort 4819.40
Procurements (See PROCUREMENT,
Information Technology)
Project Oversight 4819.34–.36
Project Review, Reporting, and Evaluation ..... 4940 et seq.
Maintenance and Operations Plan Policy 4946
Post Implementation Evaluation Report 4947
Special Project Reports 4945
Property Accounting ..... 8600 et seq.
Reports
Agency Information Management
Strategy (AIMS)……..4900.5-.7, 4903
Budget Change Proposal (BCP) 4819.34-.37,
..... 4819.42, 4900.5
Feasibility Study Report (FSR)……..4819.35-.38, 4928
Post Implementation
Evaluation Report (PIER) 4947
Security Incident 5303.1
Special Project Report (SPR) 4945
Project Reporting Criteria 4819.37
Reporting Exemption Request 4819.38
Standards 5100–80
Statutory Provisions
Governmental Code 4810
Management Authority & Responsibility 4819.3–.42

Telecommunications
in EDP Equipment Definition 4819.2
in Information Technology Definition 4819.2
Annual Reporting of Costs 4903.2
Voice/Video Exclusion 4819.32
Training and Employee Development 4854

INJURY REPORTS, RESPONSIBILITY FOR
(SEE ACCIDENTS)

INJURIES INVOLVING THIRD PARTY
NEGLIGENCE 8537

INQUIRIES BY PUBLIC (See INFORMATION)

INSPECTION(S)
Architectural Construction 1454.2
State-Owned Vehicle 4113

INSTITUTIONAL FARM OPERATIONS 10900–10994

INSTITUTIONAL STORES ACCOUNTING 10800–10892

INSURANCE
Air Travel 2410
Approval Required 2410
Automobile, Privately Owned 0753, 2420
Legally Uninsured 8780

Motor Vehicle Liability 2420, 8777–77.2

Nonindustrial Disability 8538
Surety Bonds 2481
Temporary Disability 2583.1
Unemployment 8535
Workers' Compensation
Audits 2584
Agency Responsibility 2580.2
Benefits, Notice of (CIF Form C–68) 2581.8
Budgeting 8780.2
Claims, Employee 2581.4
Claims, Self-Insured Agencies 8780–80.2
Expenditures 8361
Medical Treatment 2582
Responsibilities & Procedures 8536–37
Reporting and Investigating Accidents/Incidents
Involving State Employees or State Property 2455

INSURANCE AND SURETY BONDS ..... 2400 et seq.

INTERAGENCY
Agreement 1200–15
Services, Charges for 8758–58.1

INTEREST EARNING, MAXIMIZATION OF 8099

INTERNAL CONTROL,
OFFICE REVOLVING FUNDS 8080–80.1, 8180

INTERNET (ARCHITECTURE) 1450.2, 1452, 1454, 1456.3

INVENTORY
Business Use Forms/Reports 1710, 1735
Annual, of Mobile Equipment 4114
Management, Supplies 3535
Public Use Forms 1745
Purchased Stores 10860–61
Report, Livestock 10991–91.1

INDEPENDENT CONTRACTORS 8422.116

INVESTMENTS
General Ledger Accounts....7622, 7820
Income from....8284
Trust 19460

INVITATION FOR BID....5212, 5221

INVOICES
Advertising....0550
Airline....8422.114
Automobile Rental....8422.115
Billing (DGS)....3543.3
Blueprinting and Reproduction....8422.105
Cash Purchase Funds....8112.2
Containing Freight Charges....3851.2
Contested....8471.52
Contractual Services....8422.104
Delinquent, General Services....8471.51
Direct Transfer by DGS....8471.13
Freight and Transportation....8422.101
General Services, Dept. of....8422.24, 8471.44
General Services, for Services Rendered....8471.24
Notice of Correction....8422.5, 8780.1, 10808
Payable from Reverted Appropriations....8422.7
Payment, Preparation of....8422.1–22.115
Revolving Fund....8422.108
Service Revolving Fund, Scheduling....8471.44
Sole Proprietorships....8422.116
Telephone & Telegraph, Audit of....4590, 8422.106
Travel Expenses, Verification of....8711.3
Vendors Institutional Stores....10808

ITEM CHANGE, PROPOSED NOTICE OF....3560

ITEM COUNT, BANK DEPOSITS……..…8033.2

–J–

JOURNAL ENTRIES....10501–53
Controller's....8452, 8830
Plans of Financial Adjustment....8452, 8715

JUDGMENTS AGAINST EMPLOYEES' SALARIES....8593

JUNKED PROPERTY....3520.9, 8643

JURY DUTY....8594

–K–

–L–

LAND (See REAL PROPERTY)

LATE PAYMENT PENALTIES…….8474-8475.1

LAUNDRY AND DRY CLEANING SERVICES....11041–43

LEASE, LEASE/PURCHASE
Contracts....8632
Information Technology....5206–07
Finance Review of Procurement Documents....5211
Model Lease....5252
Lease/Purchase of Equipment
(See EQUIPMENT GENERAL)
Office and Warehouse Facilities....1322.1
Authority....1322
Leasing Services....1322
Space Allowances....1321.14
Sublease of State Leased Space....1323.1
State-Owned Property, Leasing to Others....1323
Automated Teller Machines in State Buildings....1323.1
Competitive Bidding Requirements....1323.1

LEDGERS
Allotment-Expenditure....7829, 8302
Fund, State Controller's Accounts....8810–14
Postings and Forms....7223–23.4
Prior Year Adjustments....7831–32
Receivables, Office Revolving Fund....8192
Stores, Institutional Stock Records....10851–52
Treasurer's Accountability....8880

LEGAL BASIS FOR
Budgetary Control....6503
Finance and DGS Controls....0150
Freight (Control of)....3800
Mailing Lists....3150–51
Microfilm....1650
Purchases....3500
Reorganization Proposals....0130

LEGISLATIVE ANALYST....7360

LEGISLATIVE BUDGET COMMITTEE....6130

LEGISLATIVE/LEGISLATION....6900
Bill Analysis....6960
Bills....6915
Constitutional Amendments....6920
Departmental Proposed Legislation....6950
Enrolled Bill Report....6965
Hearings....6955
Legislative Calendar....6905
Legislative Process....6945

Resolutions....6925-40

LETTERHEAD
Format....2820
Printing....2820
Use of....2820

LIABILITY

Contingent and Real....8751
Insurance, State-Owned Vehicles....2420
Tort, Payment Procedures....8712

LIBRARIES, COORDINATING DISTRIBUTION....3120
LICENSE (S) AND PERMIT (S)
Federal Communications Commission....4530

LIGHT GLOBES (See PURCHASE, LIGHT GLOBES)

LIMOUSINE (See VEHICLE, COMMERCIAL)

LISTS, MAILING
(See MAIL MANAGEMENT SERVICES)

LIVESTOCK
Inventory Report....10991–91.2
Surplus, Sale of....10950

LIVING QUARTERS, STATE-OWNED....11030

LOAN AND RENTAL OF EQUIPMENT....3522

LONG-RANGE FACILITIES PLANNING....1310.3

LOST, STOLEN OR DESTROYED
Meal Tickets, Certification for....11027
Personal Property....8423
Prohibited Practices....3504
Property....8643
Resistance during Robbery....8000
State Property....8640, 8650–51
Survey Reports....8650

LUMP SUM PAYMENTS, RECOVERY OF.....8596

–M–

MAILING LISTS.....3151

PARCEL DELIVERY.....3831

MAINTENANCE
Buildings and Grounds.....1330
Information Technology.....5220–.1
Model Contract for Information Technology 5255.11–.12
Telecommunications 4525
Vehicles, State-Owned.....4101

MANUALS
Agency Accounting.....7150
California Accessibility Reference 1456.3
California State Structural Safety Interpretive
Manual.....1456.3
Defense Driving 0752
State Administrative Manual.....0001–0030
OFA State Fleet Handbook.....4100

MAPS, U.S., GEOLOGICAL SURVEY, PURCHASE OF.....3695

MASTER AGREEMENTS
Approval by General Services 1215
Equipment, Lease/Purchase 3532–33
Exempt from CSCR 1233
Information Technology.....5207.5

MATERIALS MANAGEMENT.....3535

MATERIALS SERVICES SECTION.....3540

MAXIMIZATION OF INTEREST EARNINGS.....8099

MEALS
Business Related 0727
Meals and Meal Tickets 11021–28
Overtime.....0728

MEDICAL & HOSPITAL SERVICES
AT STATE FACILITIES.....0190

MEDICAL SUPPLIES AND SURPLUS DRUGS.....3661.2

MEETINGS
After Hours, State Building 1330.3
Conference 0724

MEMORANDUMS
Format 2820

MERIT AWARD PROGRAM .....4700 et seq.
Eligibility of Suggestion 4702
Awards.....4700
Eligibility for Participation 4702
Nonadopted Suggestions.....4702

Responsibilities 4702
Special Acts and Services 4700
Superior Accomplishments 4700

MICROWAVE
Equipment 4525

MILEAGE RATES (See VEHICLE, PRIVATELY OWNED)

MISCELLANEOUS
ACCOUNTING PROCEDURES .....8700 et seq.

MISUSE OF STATE PROPERTY
Copying & Duplicating Equipment.....2880
Motor Vehicles 4105
Nonstate Money.....8002.5
Prosecution for.....3504
Purchases 3504
Telephone 4510

MOBILE HOMES, TRANSPORTATION OF.....3827

MONETARY LIMITS
Purchases 3571

MONEY ORDERS
Acceptance of 8023
Endorsement of..... 8034.1-34.2

MONEYS, UNCLAIMED TRUST..... 18424–24.7

MOTORCYCLES,0020(See VEHICLES, PRIVATELY OWNED)

MOTOR VEHICLES (See VEHICLES)

MOVING AND STORAGE
Employee Charges.....3824
Household Effects 3820–29.2
Mobile Home.....3827
Office and Institution Moves.....3811
Overseas Shipments.....3825
Relocation..... 3820–29.2
Self-Haul Moves.....3826
Moving Expenses 8572.1

–N–

NARCOTICS.....3661.1

NEGOTIATIONS
Freight and Storage Rates..... 3801, 3885

NON-GOVERNMENTAL COST FUNDS (See FUNDS)

NON-STATE EMPLOYEES TRAVEL (See TRAVEL)

–O–

OFFICE EQUIPMENT FILING (See EQUIPMENT (OFFICE)

OFFICE FACILITIES (See LEASE)

OFFICE HOURS, STATE OFFICES 0180

OFFICE PLANTS 1330.6

OFFICE REVOLVING FUNDS
(See REVOLVING FUNDS (Office))

OFFSETS.....8790

OIL (See FUELS AND PETROLEUM PRODUCTS)

OPERATING EXPENSES AND EQUIPMENT
Accounting for..... 8342.1–2.3, 8362
Budgeting 6451

ORDERING AND ESTIMATING
Institutional Stores.....10806
Supplies from Material Services Section 3543

OTHER GOVERNMENTAL COST FUNDS (See FUNDS)

OUT-OF-STATE TRAVEL (See TRAVEL)

OUTSTANDING CHECKS
Agency....8042, 18424.2

OVERDRAFTS....8047

OVERPAYMENTS
Collection of....8776.5–76.7
Income....8241
Payroll Accounts.... 8593–93.3, 11072.2–.22

–P–

PAPER AND PRINTED MATTER, PURCHASES....3690

PARCEL DELIVERY (See DELIVERY SERVICES, PARCELS)

PARKING
Charges, Reimbursements for....0755
Employee Parking....4118
Loading Dock Areas....1330.4
Parking Lots, Maintenance of....1330
Vehicle Home Storage....4109

PAY
Periods, Beginning and Ending Dates....8512
Plan, State....8510

PAYROLLS....8500 et seq.
Collection of Overpayment.... 8776.5–76.7, 11072.2–72.22
Disbursements....8421, 8451
Expenditure Accounting....8590 et seq.
Expenditure Register....8361
Warrant Registers....8361

PERIODICALS AND BOOKS, PURCHASE OF....3691

PERSONAL PROPERTY
Claims for Damage to....8423
Sundry, Private Trusts....19424–425.3

PERSONNEL....(See SPB Manual)
Exempt....0400–22.1
General Procedures, Payroll....8531–35
Help Wanted Advertisements....0550
Personal Services
Quarterly Allotments....8341
Personnel-Year, When Billing for Services....8740
Positions, Certification for Payment....6521
Release of Warrants Designation....8477.1
Service Awards....4700

PETROLEUM PRODUCTS
(See FUEL & PETROLEUM PRODUCTS)

PETTY CASH FUNDS (See REVOLVING FUND (OFFICE))

PHYSICAL EXAMINATIONS, FEES.... 0191-92

PHYSICAL INVENTORIES, INSTITUTIONAL STORES . 10860

PHYSICALLY HANDICAPPED (See HANDICAPPED)

PILOT QUALIFICATIONS....0747

PLAN REVIEW....1456.2

PLANNING
Long-Range Facilities....1310.3
Metropolitan Areas....1310.3

PLANS....
Agency Information Management Strategy
.... 4819.31-.42, 4900.1-.03, 4925
Of Financial Adjustments.... 8452, 8452.2, 8715
Organization, Approval of....0130
Statewide Planning.... 1100–08
Telecommunications, Review of....4525.1

POLICIES
Architectural Revolving Fund....1452.2
Authority for Form 23 Review....1452.2
Request for Form 23 Review....1452.2
Request for Project Undertaking....1452.2

POLYCHLORINATED BIPHENYLS PROGRAMS....1327.13

POOL VEHICLES (See VEHICLE, STATE-OWNED)

POOLED MONEY INVESTMENT BOARD....7350

PORTFOLIO MANAGEMENT....1310.3

POSITION(S)
Blanket.... 6439, 6518
Code Numbers....8533
Downgrading....6406
Established.... 6521, 8531
Exempt.... 0400–22.1
Personal Services....6403
Reclassification....6406
Salaries and Wages.... 8341–41.1
Schedule.... 6424-6429
Vacant Position Report....6445

POSTCARDS (See CARDS)

POSTAGE....8115
Purchase of....8115

POWER OF ATTORNEY-REVOLVING FUNDS....8160

PREVENTIVE MAINTENANCE
(See VEHICLES, STATE-OWNED)

PRICE LIST AND CATALOG, CENTRAL STORES....3542

PRINTING.... 2800 et seq.
Advertising....2825
Brochure, Pamphlet and Poster Printing....2820
Computerized Addressing Services....2820
Copying and Duplicating....2850
Costs2810, 2860
Desktop Publishing....2820
Dup. and Repro. Services.... 8752-52.1
Electronic Publishing (Disk or Internet)....2820
Estimates....2810
Forms Printing....2820
Interagency Mail Service....2820
Legislative Printing and Distribution....2820
Mass Mailing....2820
Master Service Agreements....2820
Ordering Form....2810
Print Buying....2820
Prison Industry Authority.... 2850, 2855, 2860, 2865
Publication Printing....2820
Quick Printing....2820
Scheduling....2810
Services or Supplies,
Authorization for.... 3571, 8472.1
Stationery Printing....2820
Union Label....2870

PRIVACY LAWS AND REGULATIONS 1745

PRIVATELY OWNED AUTOMOBILES
(See VEHICLES PRIVATELY OWNED)

PRIVATE TRUSTS 19420–25.3

PRISON INDUSTRY AUTHORITY
Authority 8476
Printing ..... 2850, et seq.
Purchases 35805

PROCUREMENT
Information Technology 5200
Authorization of Agreements 3507
Certification 4819.41, 4832, 5200.7
Competitive Procurement Policy 5205
Computer Terminal EquipmentLeveraged Procurement Agreements 5291
Uniform Standards 5230–93
Office of 3500
Area Offices 3558.3
Services 3510
Consultant Services 5222
Delegation Authority 5210.1
Extensions and Renewal of Contracts 5210
General Process 5201
Interagency Agreement 5240
Invitation for Bids (IFB) 5212
Model Invitation for Bid 5221
Lease Purchase 5206, 5207
Model Lease 5252
Limited Competitive Acquisition 5209
Maintenance
Guidelines 5220.2
Model Contract 5255.11–.12
Policies 5220–.1
Master Agreements 5207.5
Model Personal Services Contract 5271–72
Multi-step Procurement Procedure 5216–.95
New Equipment Requirement 5204
Procurement Plan 5200.6

Productive Use Requirement 5203
Protests, Disposition of 5210.2
Purchase Option Credits 5208
Request for Proposal (RFP) 5213
Request for Quotation (RFQ) 5214
Sole Source (Non-Competitive Acquisition) 5209
Office of 3500
Area Offices 3558.3
Services 3510
PRODUCE STORES
Institutional Accounting 10822, 10920–94

PROFESSIONAL POLICY 1456.2

PROGRAM CHANGE
Letter of Necessity 6536

PROGRAM PURPOSE
Construction Services 1454
Design Services 1452
Regulation Services 1456

PROJECT MANAGEMENT 1315

PROJECT MANAGEMENT METHODOLOGY-SEE CALIFORNIA PROJECT MANAGEMENT METHODOLOGY (CA-PMM)

PROJECT PLANNING
Architectural Planning 1452.4
Cost Control Engineering 1452.4
Review of Plans 1456.3

PROJECT UNDERTAKING, REQUEST FOR 1452.2
Agencies Exempt From Review 1452.2
Form 23 ..... 1321.12, 1452.2
Policies 1452.2

PROPERTY (See also REAL PROPERTY)
Accounting 8600
Acquisition (Real Estate) 8705
Classes of 8652
Damage to 8777.1–78
Disposal 0510, 1322.15, 8640
Federal Surplus 3521, 8422.107
Journal Entries 8670
Ledger, Subsidiary Records 7821
Lost, Stolen or Destroyed 8643
Management 8600
Reconciliations 7924
Records 8650
Reports 8660
Reutilization 3671, 3520
Scrapped 3520.9
Survey Report (Form STD. 152) 3520.3
Livestock 10991–91.2
Vehicle Disposal 4111
Transfer 3520.4

PROPERTY SURVEY BOARD 3520.3

PRO RATA GENERAL
ADMINISTRATIVE CHARGES 8754

PUBLIC INFORMATION (See INFORMATION)

PUBLIC WORKS BOARD
Preliminary Plans, Approval of 6851
Real Property Acquisitions 1323.12
Working Drawings, Approval of 6852

PUBLIC WORKS PROJECTS
Appropriations 1458.21–58.22, 1460.1–60.3
Design and Construction 1451.3
Disbursements 8454
RESD Form 23 ..... 1321.12

PUBLICATION OF REGULATIONS (See REGULATIONS)

PUBLICATION(S)
Accounting for 8785
Administrative Regulations 0530
Definition of 3121.1
Distribution for Libraries 3122.1–23
Exception to Definition 3121.3
Federal, Purchase of 8114
Libraries (See LIBRARY DISTRIBUTION ACT)
Publications and Documents 3120
Purchase of 3571
State Administrative Manual 0001–0030
Subscriptions 3690–91

PURCHASE AND EXPENSE CLAIMS, DISBURSEMENTS 8422

PURCHASE ESTIMATE (Form STD. 66)
Estimating Quarterly 10806
Requisitioning 3550

PURCHASE ORDER 3565
Institution 10807

PURCHASE ORDER CHANGE
(Form GSOP 7) 3566–66.2
Sub-Purchase Order 3570–72

PURCHASE(S) ....3500 et seq.
Alcohol, Tax Free....3661.3
Bookkeeping Machines....3678
Centralized Purchasing, Relief from....3500
Contracts, Centralized Purchasing....3500
Delegated Purchasing....3506, 3571–71.1
Delivery Commitments 3511.2
Fresh Produce....10807.1
Improper Ordering on Sub-Purchase Orders 3572
Installment & Lease/Purchase Accounting....8632
Institutional Stores 10808
Lease/Purchase Option Credits (EDP)....5208
Light Globes....3631
Limit 3500, 3571–71.2
Delegated....3506
Model Contract
Lease....5252
Maintenance 5255.11–.12
Personal Services 5271–72
Purchase 5261–62
Model Invitation for Bids....5221
Pencils, etc., for Employee Use 3676
Postage 8115
Printing (See PRINTING REQUISITION)
Prohibited Practices....3504
Publications 8114
Requisitioning Procedure....3550–58

–Q–

QUALITY, CODE DEVELOPMENT....1456.2

–R–

RATE, AGREEMENTS, FREIGHT SHIPMENTS 3801, 3885

REAL PROPERTY
Acquisition 1323.12
Appraisal 1323.12
Easements....1323.15
Gifts 1323.12
Inventory 1324.14
Leasing State-Owned Property to Others 1323.1
Posting of State Property....1323.14
Proactive Asset Management....1310
Real Estate Services 1322

Relocation Assistance 1323.12
Statewide Real Property Inventory 1324.14
Surplus State Lands....1323.13
Transfer of Control and Possession Between
State Agencies....1323.12

RECEIPTS
Cash Transactions 8020
Institutional Stores Accounting....10821–23
Private Trusts....19420
Transfer 8021

RECONCILIATIONS
Agency Account Balances with SCO Balances……..7921
Bond and Treasury Sys. Accts. 7923, 8060
Office Revolving Funds....7922, 8193
Property……7924
Types of....7920

RECONCILIATIONS AND REPORTS ....7900 et seq.

RECORDING SERVICE ESTIMATE
ADVANCES 8471.23–71.61

RECORDS
Accounting 7220–23.4
Employee Attendance....8539
Farm Products....10920
Stock, Institutional Stores 10851–52, 10860–61
Subsidiary, Accounting 7800–32

RECORDS MANAGEMENT
Abolished Organizations....1687
Assistance 1695
Biennial Progress Report on
Records Management....1611
Development/Implementation 1602
Electronic Records....1600
Establish/Administer 1602
Forms Management 1700-50
Government Codes 1602
Guidelines, Fact Sheets, Handouts....1695
Management Practices/Recommendations....1614
Obsolete Records....1611
Public Records....1602
Records Disposal 1602, 1611
Transfer of Custody....1687

RECYCLE
Garbage Collection 1900-60
Paper (White)....1900
Recycle, Project 1900
Recycling 1900-60

REFUND(S)
Accounting for....8240
Cash Accounts 8095
Claims....8424
Gasoline Tax....8745.5
Revenue 8240
Unused Services, Claims for 11073.2
Utility Services Lines 8750

REGISTER, BOOKS OF ORIGINAL ENTRY, ACCTG.....7222

REGULATIONS, OFFICE OF
(See EXECUTIVE ORDER).... 1456-1456.3

REGULATION SERVICES, OFFICE OF
Contacts 1456
Functions 1456.2
Internet, Location 1456.3
Program Purpose 1456
Publications 1456.3
Statutory Authority....1456.1

REIMBURSEMENTS
Advances for Travel Expenses....8117
Budgeting for....6463
Cash Purchase Funds....8112.5
Classification of....11071
Crediting of....8287
Interagency Services....8453
Mileage 0754
Non-State Employee....0774

RENTAL PAYMENTS....1322.1

REORGANIZATION....0130

REPORTS……..……7900 et seq.

REQUEST FOR PROPOSAL....5213

REQUEST FOR QUOTATION....5214

RESEARCH GRANTS (See GRANTS)

RETIREMENT FUND(S)
List of Retirement Funds....16400
Offset-Retirement....8790.1
Payroll Functions....8520

RETURN ADDRESSES (See CORRESPONDENCE)

RETURN OF STOCK....3543.4

RETURNABLE CONTAINERS....8765

REVENUE
Accounts, Subsidiary....8212–13
Statements of....7956

REVERSION (See APPROPRIATIONS)

REVOLVING FUND (OFFICE)
Accountability....8100–93, 8111.2, 8112.6, 8121.1, 8130
Accounting and Cash Book....8190–93
Advances....8425, 10501
Cash Purchase Funds....8112–12.5
Invoices....8112.2
Reimbursements....8112.5
Salary....8595
Travel....8116–17
U.S. Agency–Working Fund....8122
Augmentation....8170
Cash, Ledger Account....10402
Claims for Reimbursement....8170
Custodian....8130
Deficiencies....8072
Disbursement Voucher (Form STD. 438)....8140
Endorsements (Power of Attorney)....8160
Establishing of....8170
Establishing Funds for....8425
Institution Cash Payment Fund....8121
Invoices Scheduled for Reimbursement
Discount Invoices....8113
Reimb. Voucher & Invoice Recording....8422.108
Replenish Cash Purchase Fund....8112.5
Office Revolving Funds....8100–93
Payment Authorization for
Discount Invoices....8113
Registration Fees....8120
Petty Cash Funds
Cash Fund (Institution)....8121
Change Funds....8111–12.1
Shortages....8072
Purchase of
Bank Drafts....8123
Postage....8115
Publications, Federal....8114
Reconciliations....7922, 8193
Reimbursement, Claim Schedule....8170, 8422.25
Salary Advance....8595
Shortages in....8072

REVOLVING FUND (SERVICE–GENERAL SERVICES)
Advances....8471.63
Advances and Estimates....8471.1–71.23
Architecture....1452.2
Billing for Services....8471.24
Direct Transfer for Services....8471.13
Invoices....8471.24, 8471.44, 8471.63
Preparing Service Estimates....8471.41
Processing Claims for....8471.63
Recording Entries....8471.42
Recording Estimates....8471.61–71.62
Returning Unused Balance....8471.64
Revising Estimates....8471.43
Service Revolving Fund....8471.1–71.25

ROBBERIES (See CRIMES)

ROUNDING FIGURES....8299.1

–S–

SAFES AND VAULTS....8024
Placement of for Security Reasons....8025

SAFETY
Construction of School and Hospital....1454.2
Operation of Vehicle....0750.1–54
Requirements for Privately Owned Vehicle....0753
Standards for State-Owned Vehicles....3622–22.4
Structural Safety....1450, 1456
Suggestions....4700

SALARY
Advance....8580.4, 8595
Allotments, Budget Control....8341
Billing for Services....8740
Budget–Schedule 8....6424-29
Exempt....0400–22.1
Farming Operations....10992
Hourly Rate for Services....8740
Judgment Against....8593
Savings....8341.1
Warrants
Deceased Employees....8477.1
Distribution of....8580–80.5

SALE
Public....3520.7
Real Property....1323
Surplus Products, Farming Operations....10950
Surplus Products, Office....3520.4

SAVINGS ACCOUNTS, TRUST AND AGENCY FUNDS
Banks....19462
Savings and Loan....19463

SCHEDULE (See BUDGET, Schedule)

SEAT BELTS AND HARNESSES
(See VEHICLES, STATE-OWNED)

SEAT COVERS, AUTOMOBILE (See VEHICLES, STATE-OWNED)

SECURITY
Accounts, Treasurer's....8921
Depositor's....19422
Information Technology....5300 et seq.
Investments of Trust Moneys....19464
Register....10564, 19422

SEISMIC BUILDING PROGRAM....1327.1

SEISMIC CERTIFICATION....1321.18

SELLER'S PERMIT....8721

SEPARATION OF DUTIES (See DUTIES, SEPARATION OF)

SERVICE AWARDS (See PERSONNEL)

SERVICE REVOLVING FUND
(See REVOLVING FUND SERVICE)

SERVICE(S)
Architectural and Construction 1450-1456.3
Automotive Equipment Inspection 4113
Billing for Services (General).....8740, 8753–58.1
Buildings and Grounds Maintenance.....1330
Billing for.....1330.1
Copier Maintenance 2130
Direct Transfer by DGS 8471.13
Duplicating and Reproduction
(See REPRODUCTION)
Emergency Service.....6560
Employees .....11000 et seq.
Grounds Maintenance 1330
Interagency Administrative Costs.....8758, 8758.1
Medical and Hospital 0190, 0482.5
Motor Vehicle Repair.....2430
Provided by Department of
General Services.....8471.1–71.25
Shipping (See TELECOMMUNICATIONS)
To other than State Agencies 8753
To Tenants.....1330

SHORTAGE
Budget Deficiencies 6536
Revolving Fund.....8072

SICK LEAVE AND VACATION RECORDS 8539

SIGNATURE CARDS (Also see CARDS).....8001.2

SMALL BUSINESS
Purchase 3571

SMOKING
Ban on Smoking in State-owned or Leased Space 1330.5

SPACE
Action Request.....6453
Allowances.....1321.14
Interior Space Planning and Design.....1320
Office and Warehouse Facilities (See LEASE)

SPECIAL.....
Acts of Service (See MERIT AWARD PROGRAM)
Deposit Fund 18420, 18424.5–424.7
Purpose Trusts.....19440

SPECIAL ACCOUNTS
(See OTHER GOVERNMENTAL COST FUNDS)

SPECIAL PROGRAMS.....1452.4

SPECIAL PROJECTS.....1456.2

SPECIALIZED TRAINING (See TRAINING)

STATE ADMINISTRATIVE MANUAL (See MANUALS)

STATE ARCHIVES 1614, 1673.1

STATE BOARD OF CONTROL (See BOARD OF CONTROL)

STATE BONDS, ACCOUNTS 8931–32

STATE BUILDINGS
Building Maintenance.....1330
Charges for Services 1330.1
Display of Art, Posters and Notices.....1330.7
Grounds Maintenance 1330
Service Information.....1330
Use Outside of Regular Working Hours.....1330.3

STATE COMPENSATION INSURANCE FUND
(See INSURANCE)

STATE CONTRACTING MANUAL 1205

STATE CONTROLLER'S ACCOUNTS
(See CONTROLLER, STATE)

STATE PRICE SCHEDULES 3531–33

STATE TREASURY SYSTEM..... 8001, 8890

STATE TREASURER'S ACCOUNTS
(See TREASURER, STATE)

STATEMENT OF
Operations.....7963
Financial Condition 7979
Fund Condition.....6481
Revenue 7956

STATEMENTS, BANK..... 7967, 8050, 8060

STATEWIDE COST ALLOCATION PLAN.....8755

STATEWIDE PLANNING..... 1100 et seq.

STATIONERY
Letterhead 2820
Printing of 2820

STATISTICAL RECORDS FOR PROPERTY
ACCOUNTING.....8660

STATUTORY AUTHORITY
Construction Services.....1454.1
Design Services 1452.1
Regulation Services.....1456.1

STOCK RECEIVED REPORT
(Form STD. 106) 8422.20, 10808–10822.1, 10872–73

STOCK RECORDS,
INSTITUTE STORES..... 10851–52, 10860.1

STOLEN (See LOST, STOLEN OR DESTROYED)

STOP PAYMENT REQUEST (Form STD. 432)..... 8044–46

STORAGE.....
Bills, Audit of 3851
Household Effects 3822
Records 1680

STYLE MANUAL (See PRINTING)

SUBPOENAED WITNESS, ABSENCE FOR (See TIME OFF)

SUB-PURCHASE ORDER
(Form STD. 40A) 3570–75.1, 8422.103

SUBROGATION RECEIPTS.....8775

SUBSIDIARY RECORDS (ACCOUNTING) ..... 7800 et seq.

SUBSIDIARY REVENUE ACCOUNTS..... 8212-15

SUB-STANDARD COMMODITIES.....3510.4

SUB-STOREROOMS 10831.1

SUCCESSFUL PLAN REVIEW 1456.3

SUGGESTIONS, EMPLOYEE (See MERIT AWARD)

SUPPLIES
Accounting, Institutional....10800–892
Blanket Estimates....8342.2
Catalog and Price List....3542
Deliveries from Material Services....3543.2
Ledger....7818
Ordering from Material Serv. Sec....3543–43.1
Produced, Stock Records....10920–980
Stock Received
Report....8422.20, 10808–10822.1, 10872–73
Warehousing and Inventory....3535–36

SURETY BONDS (See INSURANCE–SECURITY BONDS)

SURPLUS
Data Processing Equipment....5903
Disposal....8643
Farm Products, Sale of....10950
Heavy Equipment....3615
Information Technology Equipment....5901–03
Information Technology Supplies....5951–53
Money Investment Fund....8284.1
Office Equipment....3520
Property, Purchases....3521, 3671
Property, Utilization....3671
State Lands....1322.15

SURVEY REPORT, PROPERTY....3520.3

–T–

TAX
Federal
Excise Tax....8711.3
Exemption, Motor Vehicle Fuel....8745.5
Exemption, Purchases....3574.1, 3585
Use Tax on Civil Aircraft....8737
Income Tax, Withholding....8572.1–.4
Moving Expense....8572.1
Personal Property....3574.6, 8736
Refunds, Gasoline....8745.1–45.5
Reportable Payments to Individuals....8422.19
Sales & Use Tax....3574.2–74.5, 8720–35.4
Non Taxable Sales....8722
Utility User's....8422.11
Withholding....8572, 8572.1–.2, 8572.5

TAXI SERVICE (See VEHICLE, COMMERCIAL)

TD SERVICES....4540

TEACHERS' RETIREMENT SYSTEM (See RETIREMENT)

TELECOMMUNICATIONS (See Chapter 4500 Index)

TELEPHONES (See TELECOMMUNICATIONS)

TELEPHONE DIRECTORY, STATE....4550

TEMPORARY DISABILITY COMPENSATION
(See INSURANCE)

THEFT (See LOST, STOLEN OR DESTROYED)

TERMS AND DEFINITIONS....1710

TIME OFF
Expert Witness....8594.2
Holidays....8740

Jury Duty....8594
Subpoenaed Witness....8594.1
Travel Status, While on....0726
When Charging for Employee Services....8740

TORT LIABILITY
Accident Investigation....2455
Budget....6472
Payment Procedure....8712

TRADING STAMPS....3613

TRAFFIC TRANSPORTATION MANAGEMENT....3800 et seq.
Agency Assistance....3803
Forwarding Bills for Approval....3851

TRAINING
Conventions....0724
Driver....0750.1
Employee Development for Information Technology....4854
Conventions....0724
Out-of-State Travel....0762
Registration Fees....8120

TRANSFER(S)
Budget Allotment....6539, 8324
Controller's....8451–60, 8830
Equipment within a Fund....8640
Surplus Property....3520.4
Vehicle....4112

TRANSMITTAL OF CORRESPONDENCE,
GOVERNOR'S OFFICE....0211–11.2

TRASH (RECYCLING)....1900-1960

TRAVEL....0700 et seq.
Advance....8116–17, 8180
Advance Approval to Travel....0760
Aircraft, by....0740
Use Tax on Civil Aircraft....8737
Audit of Transportation Invoices....8422.114, 8711.3
Automobile, by....0750
Bordering States....0710
Conventions, Conferences, or Business Meetings....0724
Credit Cards....3629, 8711.1–11.2
Deceased Employees, Return to
Headquarters....0772
Agency Verification....8711.3
Extra Hours, Credit for....8540
Insurance....0746, 2420
Non-State Employees....0774
Out-of-Country....0760
Out-of-State....0760
Per Diem....0721
Public Transportation, Use of....4117
Relocation Allowances....3829
Rental Cars, Commercial....4117.2
Time Off During Travel Status....0726
Travel Log (Form STD. 273)....4107
Vehicle Use Determination....0750

TREASURER, STATE
Accounts....8900–32
Bond Accounts....8931–32
Management....8900
Organizations for Fiscal Management....7330

TREASURER'S
ACCOUNTABILITY LEDGER....8900–32

TRIAL BALANCES....7962

TRUST
Agency Trust Fund Cash....8090.1
Deposits Ledger 19421
Inmate's Personal Property 19421.3, 19425.2–19425.3
Investments....19460–64
Private (Money Securities & Personal Property)....19420–24
Special Deposit Fund 18420
Special Purpose 19440
Trust & Agency Funds
Bank Accounts 19462
Federal....171001–400
Non-Treasury 19400
Savings & Loan....19463
Other....18420
Unclaimed Moneys 8283, 18424–24.7

TYPEWRITERS (See OFFICE EQUIPMENT)

–U–

UNDERGROUND STORAGE TANKS PROGRAM 1327.14

UNDERPAYMENTS & OVERPAYMENTS, INCOME....8241

UNEMPLOYMENT INSURANCE (See INSURANCE)

UNIFORM SYSTEM OF ACCOUNTING, INTRODUCTION....7110–7150

UNION LABEL (See Printing)

UNSIGNED CHECKS....8036

USE TAX (See TAX)

UTILITY BILLS, CONSOLIDATION OF REMITTANCES....8422.110

UTILITY SERVICE LINES, CONTINGENCY REFUNDS....8750

–V–

VAULTS AND SAFES 8024–25

VEHICLES, PROPERTY REUTILIZATION
General Services, Department of 4112

VEHICLE, COMMERCIAL
Acquisition 3620
Automobile Rental 4117.2, 8422.115
Damage, Reimbursement for....0758
Insurance Coverage....2420

VEHICLES, PRIVATELY OWNED
Accident Reporting 2440
Authorization to Use 0753
Damage, Reimbursement for....0757, 2541.1
Insurance and Safety Requirements....0753
Insurance 2420
Mileage Rates....0754
Motorcycle 0759
Parking Charges 0755
Use on State Business 0750–55

VEHICLES, STATE-OWNED
Accident Reporting 2440, 8777.1–77.2
Acquisition 3620
Annual Inventory 4114
Auctions 4111
Automotive Equipment, Purchase of 3620–29
Credit Card Use.... 3629, 3590.1–90.5,4108
Damages to 8777.1–77.2
Definition....2520.1
Disposal of....4111
Fleet Vehicle, Typical 3620.1
Fuel and Petroleum Products.... 3681–89.2
Glass and Windshield Replacement....4115
Handicapped, Equipped for....4100
Home-to-Office Use of and Home Storage....4109
Identification....4104
Inspection 4113
Insurance....2440
Liability Insurance....2420
Maintenance 4101
Maintenance Standards....4101
Misuse of 4105
Modification 3620.2, 4103
Pool Vehicles....4100
Charges for 3629
Preventive Maintenance 4101
Purchase.... 4110-12, 6220
Responsibility for .... 4100 et seq.
Safety Standards 3622–22.4
Special Passenger 3620.2
Surplus....4113
Travel Logs....4107
Use Private/State-Owned 0750
Usage Report 4106
Utilization, Responsibility for....4105
Window Decals and Insignia....4115

VENDING MACHINES 1322.1

VERIFICATION OF ACCOUNT BALANCES 7921

VOUCHERS, PURCHASE AND EXPENSE CLAIMS FILED WITH STATE CONTROLLER 8422

–W–

WAGES (See SALARY)

WAREHOUSING, EQUIPMENT 3536

WAREHOUSE FACILITIES....1322.1

WAREHOUSING, SUPPLIES 3535

WARRANTIES, MANUFACTURER'S
Equipment.... 3515

WARRANTS
Alteration or Forgery....8041.1
Canceled 8042, 8281,8580.5, 8830, 18424.1
Check Drawn 8041
Check Signing Machine 8081
Check Signing Rubber Stamps....8082
Checks Received, General Handling Instructions 8020–99
Check Stock.... 3696.1–96.3
Deceased Employee....8477.1
Delivery of Claim or Invoice,
Payment for 8041.2, 8422.6
Deceased Employee, Payable to....8477.1
Salary Warrants 8580–80.5
Disbursement by Controller 8421–27
Dishonored Checks.... 8043–43.1, 10511
Disposal of Check Stock 1750
Employee Separations 8580.4
Endorsements.... 8023, 8034–34.4, 8160
Erroneously Issued 8426
Forged Endorsements 8041.1, 8427
Loss of Blank Check Stock 8048

WARRANTS CONT.
Lost or Destroyed State-Issued Checks 8044, 8426.1-26.2
Ordering Paper Stock Checks 3696.1–96.3
Outstanding 8042, 8281, 18424.1
Payable to Claiming Agency.....8422.25
Payable to Counties.....8422.26
Salary.....8580 et seq.
Security of 8041–41.1
Signatures Required 8041
Uncashed or unclaimed 8042, 8281, 18424.1-24.7
Undelivered Salary.....8580.5
Unsigned Checks Received (Endorsement).....8036
Unused Checks, Disposal of 1750

WATER, BOTTLED.....3571.2, 3612

WITHDRAWALS BY CHECK 8040–48

WITNESS, COURT (See TIME OFF)

WORKERS' COMPENSATION (See INSURANCE)

DESKTOP AND MOBILE COMPUTING
Definitions.....4989.1
Exclusions 4989.2
Roles and Responsibilities 4989.3
Statewide Policy..... 4989-4989.8

WORKING CAPITAL AND REVOLVING FUNDS 13400

–X–

–Y–

YEAR-END ACCRUALS 8380, 8860, 10600-15

YEAR-END REPORTS…….7950 et seq.

–Z–