



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

June 20, 2023

Kathy Katterhagen  
Director, Procurement Services  
University of Washington  
4300 Roosevelt Way NE  
Seattle, WA 98105

Dear Ms. Katterhagen:

Your request to renew your waiver from the provisions of the *State Administrative and Accounting Manual* (SAAM), which require agencies to review and retain supporting documentation, is approved. This renewal covers purchase transactions of \$75 and under made through the following University purchase systems: Online Purchase Orders, Manual Check Requests, ProCard and Ariba, as well as purchases made through interfacing UW purchasing systems, such as the Medical Center. SAAM policies covered by this waiver include Subsections 10.80.40; and Sections 10.60, 70.10, 70.15, and 70.20. Excluded from this approval are lodging and transportation expenses, such as airfare and car rental, for which a receipt is generally available.

Your analysis continues to show that this waiver facilitates an effective and cost efficient solution for administering low dollar purchases. Risks are mitigated by a strong internal control process for reviewing transactions and requiring training for card holders and custodians. Additionally, departments use reporting tools to track and reconcile purchases and address discrepancies. The tool also facilitates review of transactions for reasonableness and appropriateness.

This waiver is effective for the 2023-25 biennium and will expire at midnight on June 30, 2025. If you wish to continue this waiver beyond June 2025, you will need to submit another waiver request that includes a recap of purchasing statistics as well as information on the effectiveness of the controls and cost effectiveness of the program.

If you have any questions regarding this waiver, please contact Heidi Algieri, Statewide Accountant, at (360) 974-9238 or [heidi.algieri@ofm.wa.gov](mailto:heidi.algieri@ofm.wa.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Tinney".

Brian Tinney, Assistant Director  
Accounting Division

cc: Eric Thomas, Joint Legislative Audit and Review Committee  
Susan Stolle, University of Washington  
Jim Brownell, Office of the State Auditor  
Ramona Nabors, Office of Financial Management  
Heidi Algieri, Office of Financial Management