



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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July 1, 2025

Ray Hsu  
Executive Director, Procurement Services  
University of Washington  
4300 Roosevelt Way NE  
Seattle, WA 98105

Dear Mr. Hsu:

Your request to renew the University of Washington's (UW) waiver from the provisions of the *State Administrative and Accounting Manual* (SAAM), which requires agencies to review and retain supporting documentation, is approved. This renewal covers purchase transactions of \$75 and under made through UW's Enterprise Resource Planning Finance solution, Workday, including purchase orders, miscellaneous payment requests, supplier invoices, procurement cards, and expense reports, covering both the UW Academy and the UW Medicine. SAAM policies covered by this waiver include Subsection 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 and reconciling transactions. Additionally, training is required for card holders and custodians.

This waiver is effective for the 2025-27 biennium and will expire at midnight on June 30, 2027. If you wish to continue this waiver beyond June 2027, 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 Anna Quichocho, Financial Reporting Manager at [anna.quichocho@ofm.wa.gov](mailto:anna.quichocho@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  
Teresa Athan, University of Washington  
Rene Flores, University of Washington  
Jamie Anderson, University of Washington  
Abdul Nije, University of Washington  
Jim Brownell, Office of the State Auditor  
Ramona Nabors, Office of Financial Management  
Anna Quichocho, Office of Financial Management