



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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April 24, 2019

Ann Anderson
Associate Vice President/Enterprise Services
University of Washington
Roosevelt Commons
4311 11th Avenue NE, Suite 600
Seattle, WA 98195

Dear Ms. Anderson:

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, Travel, CTA's, 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 2019-21 biennium and will expire at midnight on June 30, 2021. If you wish to continue this waiver beyond June 2021, 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, Senior Financial Consultant, at (360) 725-0182 or heidi.algieri@ofm.wa.gov.

Sincerely,

Brian Tinney, Assistant Director
Accounting Division

cc: Keenan Konopaski, Joint Legislative Audit and Review Committee
Dan Schaaf, University of Washington
Aris Gempesaw, University of Washington
Troy Niemeyer, Office of the State Auditor
Breann Boggs, Office of Financial Management
Brian Tinney, Office of Financial Management
Heidi Algieri, Office of Financial Management

