

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

Volume 12, Number 7

FY-2002

April 2

The last issue of the *DCAR Newsletter*, Volume 12, Number 6, was issued on February 28, 2002. If you did not receive a copy of our last issue, consult your agency's finance officer or notify Norcetta Whitfield of OSF at 405-521-6203.

Questions or comments about information contained in this publication should be addressed to those noted in the article or the following Division of Central Accounting & Reporting (DCAR) staff members:

Transaction Processing: Steve Wilson	405-521-4679 steve.wilson@osf.state.ok.us
Accounting & Financial Reporting: Jennie Pratt	405-521-3258 jennie.pratt@osf.state.ok.us
ICS or EDT Transmission: Jennie Pratt	
ICS or EDT User IDs: Elsa Kunnel	405-521-6178 elsa.kunnel@osf.state.ok.us

TABLE OF CONTENTS

ASA and Clearing Account Reconciliations
Clearing of Payroll 991 Accounts
Airfare Quotes
Attachment, Airfare Quotes Form

ASA and Clearing Account Reconciliations

The Office of State Finance has seen a decline in compliance on submission of original reconciliation forms 11 and 11A. While agency compliance with timely submission of data has increased by the acceptance of faxed reconciliations, the required submission of the original form is sometimes being omitted. The original form is still required to be sent to OSF even though a faxed copy has been submitted. The original form is the official record of the transactions.

Clearing of Payroll 991 Accounts

Cash balances in agency 991 payroll accounts must be cleared on or before June 1, 2002. OSF will clear any remaining balances after that date. However, if an agency should discover an employee did not receive credit for a bond, credit union, or insurance premium, OSF will process a claim for payment or provide reimbursement to the employee. If you have any questions please contact either:

Barbara Low - 405-522-6300 barbara.low@osf.state.ok.us

Carol Sims - 405-521-6160 carol.sims@osf.state.ok.us.

Airfare Quotes

Department of Central Services established a procedure for airfare purchases for the period not covered by state contract (See memo from Tom Jaworski, DCS State Purchasing Director, dated 3/18/02). This procedure requires agencies to obtain 3 phone quotes if the purchase is under \$10,000.00 and use the best deal. If the purchase is over \$10,000.00, it requires three phone quotes and a signed Non-Collusion affidavit from the travel agent. If you have any questions concerning this procedure, please contact Jerry Holland, State Travel Coordinator in Central Purchasing at 405/521-6503. Note: These purchases must be encumbered as orders (i.e. thru ADPICS (Central Purchasing system) and not charged to AFP's (authority orders).

To confirm compliance with the above procedures, attached is a form to use in recording said quotes. Until DCS has established the new airfare contracts, this completed form should be attached to all claims submitted for payment of airfare. For any payments already processed during this period not covered by a state contract, please complete the form and attach it with your agency copy of the claim for any subsequent audits conducted.

This form should also be used when airfare cost comparison to mileage is required.

Attachment, Airfare Quotes Form (pdf, 38 kb)