

—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
 Centralized State Treasury System 8001
 Controller’s 8800
 Controller’s, Adjustment to 7955
 Federal Funds 17101–135
 General Ledger (See General Ledger Accounts) 7605
 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

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

Detail of Appropriations Adjustments 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

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 Positions6521

 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

 10 Supplementary Schedule of
 Appropriations..... 6484

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

Expenditures by Category 6475

Temporary help or Overtime Blankets 6518

Claims and Tort Liability Budget Procedure 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	8022
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
Paid Agency Checks	8050
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
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, 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

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 Statement6220
 Regulation6602
 Reimbursement.....6463
 Residence0710
 State Plans1105
 Telecommunications4505
 Travel Expenses0710
 Vehicle.....2420

DEFICIENCIES (See SHORTAGE)

DELINQUENT INVOICES,
 DUE GENERAL SERVICES8471.51

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
 Guaranty19410
 Introduction8030
 Large, Reporting Information8032.5
 Lost8035
 Miscellaneous, Unclaimed18424.4
 Procedures8030-8036

DESIGN SERVICES, OFFICE OF1321, 1452
 Background1452.4
 Building Improvements.....1452.4
 Client Services.....1452.2
 Cost Control1452.4
 Information1452.3
 Major Policies1452.2
 Program Purpose1452
 Project Management.....1452.4
 Quality Control.....1452.4
 Special Programs.....1452.4
 Statutory Authority.....1452.1
 World Wide Web1452

DESTROYED, (See LOST, STOLEN, or DESTROYED)

DESTRUCTION OF PAPER WORK AND RECORDS
 (See RECORDS MANAGEMENT)

DIRECT CONSTRUCTION1328.12

DIRECT DELIVERY, COMMODITIES10832

DISABILITY (See EMPLOYEE)

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

DISBURSEMENTS8400 et seq.
 Claim Schedule (Form STD. 218)8422.2
 Direct Transfer by DGS8471.13
 General8400.1
 General Ledger Accounts.....7610
 Reportable Payments.....8422.19 et seq.
 Payrolls8421, 8451
 Late Payment Penalties8474 et seq.

DISCOUNTS.....3573, 8113

DISCHARGE FROM ACCOUNTABILITY8776.6

DISHONORED CHECKS
 Income Adjustment, Examples.....8290.9
 Redeposit Charge8043-43.1
 Standard Entry
 No. 710507
 No. 810508
 No. 910509
 No. 1010510
 No. 1110511

DISPOSAL
 Information Technology
 Equipment.....5901-03
 Supplies5951-53
 Personal Property.....3520, 8634
 Property Accounting.....8660, 8671-72
 Surplus Personal Property3520
 Unused Accountable Forms1750
 Vehicles4111

DOCUMENTS
 Accounting Records7220-21
 Copying Prohibitions.....2880
 Distribution of
 Publications3122.24, 3161
 Free to Public.....3161
 Posting, Controller's Accounts8830
 Printing of.....2800 et seq.

DOCUMENTS AND PUBLICATIONS
 (See PUBLICATIONS AND DOCUMENTS)

DONATED STATE PROPERTY3521
 DONATED STORES RECEIVED10822-22.1

DONATIONS (See GIFTS)

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

DRY CLEANING AND LAUNDRY SERVICE11041-43

DUPLICATING
 (See PRINTING or REPRODUCTION SERVICES)

DUTIES, SEPARATION OF8080-80.1
 Deposits8032.3

-E-

EARNINGS FROM INTEREST, MAXIMIZE8099

EASEMENTS.....1323.15

ELECTRONIC EQUIPMENT & SUPPLIES
 PURCHASELEVERAGED PROCUREMENT AGREEMENTS5291

EMERGENCY
 Death or Serious Injury2430
 Purchases3511-11.2
 Services.....6560
 Sub-Purchase Order Use3571.2
 Vehicle Equipment, Purchase of3629

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

(Continued)

EMPLOYEE(S) Cont.
 Deceased
 Return to Headquarters0772
 Warrant Release8477.1
 Disability0483.1–83.2
 Exempt.....0400
 Extra Hours, Auth. & Comp. (See SPB PTM)
 Housing, Equipment Furnished for.....6227
 Jury Duty8594
 Leave Record.....8534
 Maintenance Credit Notice
 Meal, Cash Payment for.....11072.1
 Meal Ticket11024
 Refund for Unused Service.....11071
 Meal Ticket Books11022
 Parking4118
 Physical Examination.....0191
 Prohibited Practices.....3504
 Recovery of Funds from.....8593–93.3
 Relocation and Moving.....3820–29.2
 Roster Card.....8520
 Separated Employees8580.4, 11072.21
 Services to11000–75
 Service Awards4700
 Suggestions4700 et seq.
 Travel Advances.....8116
 Warrants8580
ENCUMBRANCES
 Accounting Instructions8340–43
 Capital Outlay8343
 General Ledger Accounts.....10465
 Lag8324, 8342.1
 Leases (Form STD. 1).....8342.3
ENDORSEMENTS
 For Deposit8034–34.4
 Revolving Fund Checks8160
ENERGY ASSESSMENTS.....1323
ENTERPRISE ARCHITECTURE.....4819.31(6), 4906
ENTRIES, STD, GENERAL LEDGER10501–10651
ENVELOPES
 For Paper Stock Checks3696.2
 Use of2261–62
EQUIPMENT (GENERAL)
 Automotive3620–29
 Budget6457
 Defined8614
 Information Technology.....5210.15200
 Acquisition (See PROCUREMENT, Information
 Technology)
 Definition4819.2
 Disposal.....5901–03
 TerminalLeveraged Procurement Agreements ..5291–93
 Food Preparation and Vending Machines.....1330
 Heavy Equipment.....3615
 Identification3693
 Lease/Purchase,
 Analysis.....3700–31, 5207
 Format3731
 Lease-with-Option-to-Purchase3750
 Present Value Techniques.....3730
 Review of Lease Decisions3761
 Lost, Stolen or Destroyed.....8643
 Property Inventory8652
 Purchase of3558–58.1, 8631
 Records, Livestock10991.1–.2
 Rental of1216

Rental and Loans of.....3522–22.1
 Sale, Trade-In or Transfer8633, 8640–42
 Surplus, Inspection3521.1
 Telecommunications.....4530
 Unbudgeted Acquisitions of.....3521.4
EQUIPMENT (OFFICE).....3671–78
 Budget.....6457
 Identifications of.....3692, 8651
 Lease/Purchase3700 et seq.
 Lost, Stolen or Destroyed.....8643
 Microfilm.....1654
 Purchasing3671–78
 Rental and Loans3522–22.1
 Storage3536
 Surplus, Disposal.....3520
 Typewriters, Care and Cleaning.....3671
 Word Processing.....3677, 4819.3
 (See EDP Equipment Definition 4819.2)
ESTIMATES
 Blanket, Encumbrances8342.2
 Capital Outlay Projects
 Appropriation Increases1460.2–60.3
 Construction6800 et seq., 1452.2
 Confirming.....3511.1
 Office Machine Repair
 Service Required8460
 Purchase (Form STD. 66).....3550–59.2
 Register
 Books of Original Entry7222
 Established Positions.....8531
 Standard Entry No. 2.....10502
 Transfer of Allotment.....8324
 Requisitions3550–59.2
 STD. 96
 Correct Problems3566.1
 Encumbrances.....8340–43
 Inc./Dec. of Est., Purchasing3559–59.2
ESTIMATING AND ORDERING STORES10806
EXECUTIVE ORDERS (REGULATIONS)
 Appropriations.....8301.2
 Balances.....7957
 Budgeting6601-6602
 Publication of.....0530
EXEMPT
 Employees0400–22.1
 Excise Tax (See TAX)
 From General Services Approval:
 Contracts.....1215
 Form STD. 23.....1452.2
 Freight Bills3851.1
 Sales (See TAX)
EXPENDITURES
 Abatements8364, 10220
 Accounting for.....8300–82, 10210
 Capital Outlay.....6800 et seq., 8363
 Federal Funds, Report of.....7974
 General Ledger Accounts.....7605–7680
 Information Technology4819.2
 Operating Expenses and Equipment8362
 Parking Fees0755
 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 OF8001.3, 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 Recovery8753, 8755
 Cash Management Improvement Act (See CASH)
 Grants 0912
 Receipt of Federal Funds 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 8776.6
 Temporary Advances for Working Funds 8122

FUNDS CONT.

Governmental Cost Funds
 Accounting Instructions10200-994
 Definitions 7410
 Federal Funds 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 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 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 OFFICE0200 et seq.

GRANTS0900

GROUNDS (See BUILDINGS & GROUNDS SERVICES)

GUARANTY DEPOSITS 19410

-H-

HANDICAPPED

Access Regulations.....1456.2

HAZARDOUS MATERIALS CERTIFICATION3840.1

HEALTH & SAFETY CODE COMPLIANCE.....1321.18

HEALTH & WELFARE FUNDS, CONTRIBUTIONS TO

HOLIDAYS8740

HOSPITALS AND MEDICAL SERVICES AT STATE FACILITIES

.....0190

HOURLY RATE8740

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 Management5350
 Information Security Incident
 Reporting Requirements5350.1
 Criteria for Reporting Incidents5350.2
 Incident Follow-up Report5350.3
 Disaster Recovery Management5355
 Operational Recovery Planning5355.1
 Agency Operational Recovery Plan5355.2
 Additional State Data Center Requirements5355.3
 Compliance5360
 Compliance Summary5360.1

INFORMATION TECHNOLOGY4800 et seq.

Agency Information Management Strategy . 4900.1-.03, 4925
 Audit Requirements4819.34, 4844, 20013
 Authorization of Agreements5205.3
 Budgetary Review4819.42
 Budgeting6700 et seq.
 California Software Management Policy4846
 Certifications4819.39, 4832, 5200.7
 Computer Assisted Retrieval-Microfilm1650-52
 Data Centers4982-2
 Definitions Pertaining to4819.2, 4900.1, 4989.1
 Desktop and Mobile Computing4989-4989.3
 Delegation4819.34-38, 4900.2, 4989.2
 Exclusions4819.31
 Feasibility Study4819.34-35, 4920-30.1
 General Policies4800-19.42
 Information Management Planning4900-03.4
 Information Technology Infrastructure Policy4834
 Information Technology Capital Plan4904
 Management Principles4800
 Ongoing Information Technology Activities4819.40
 Organization and Staffing4851-52
 Planning4819.31, 4900-03.4
 Previously Approved Effort4819.40
 Procurements (See PROCUREMENT,
 Information Technology)
 Project Oversight4819.34-36
 Project Review, Reporting, and Evaluation4940 et seq.
 Maintenance and Operations Plan Policy4946
 Post Implementation Evaluation Report4947
 Special Project Reports4945
 Property Accounting8600 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 Incident5303.1
 Special Project Report (SPR)4945
 Project Reporting Criteria4819.37
 Reporting Exemption Request4819.38
 Standards5100-80
 Statutory Provisions
 Governmental Code4810
 Management Authority & Responsibility4819.3-42

Telecommunications

in EDP Equipment Definition4819.2
 in Information Technology Definition4819.2
 Annual Reporting of Costs4903.2
 Voice/Video Exclusion4819.32
 Training and Employee Development4854

INJURY REPORTS, RESPONSIBILITY FOR
 (SEE ACCIDENTS)

INJURIES INVOLVING THIRD PARTY
 NEGLIGENCE8537

INQUIRIES BY PUBLIC (See INFORMATION)

INSPECTION(S)

Architectural Construction1454.2
 State-Owned Vehicle4113

INSTITUTIONAL FARM OPERATIONS 10900-10994

INSTITUTIONAL STORES ACCOUNTING 10800-10892

INSURANCE

Air Travel2410
 Approval Required2410
 Automobile, Privately Owned0753, 2420
 Legally Uninsured8780

 Motor Vehicle Liability2420, 8777-77.2

Nonindustrial Disability8538
 Surety Bonds2481
 Temporary Disability2583.1
 Unemployment8535
 Workers' Compensation
 Audits2584
 Agency Responsibility2580.2
 Benefits, Notice of (CIF Form C-68)2581.8
 Budgeting8780.2
 Claims, Employee2581.4
 Claims, Self-Insured Agencies8780-80.2
 Expenditures8361
 Medical Treatment2582
 Responsibilities & Procedures8536-37
 Reporting and Investigating Accidents/Incidents
 Involving State Employees or State Property2455

INSURANCE AND SURETY BONDS 2400 et seq.

INTERAGENCY

Agreement1200-15
 Services, Charges for8758-58.1

INTEREST EARNING, MAXIMIZATION OF8099

INTERNAL CONTROL,

OFFICE REVOLVING FUNDS 8080-80.1, 8180

INTERNET (ARCHITECTURE) 1450.2, 1452, 1454, 1456.3

INVENTORY

Business Use Forms/Reports1710, 1735
 Annual, of Mobile Equipment4114
 Management, Supplies3535
 Public Use Forms1745
 Purchased Stores10860-61
 Report, Livestock10991-91.1

INDEPENDENT CONTRACTORS 8422.116

INVESTMENTS
 General Ledger Accounts.....7622, 7820
 Income from8284
 Trust 19460

INVITATION FOR BID5212, 5221

INVOICES
 Advertising0550
 Airline.....8422.114
 Automobile Rental8422.115
 Billing (DGS).....3543.3
 Blueprinting and Reproduction.....8422.105
 Cash Purchase Funds8112.2
 Containing Freight Charges3851.2
 Contested.....8471.52
 Contractual Services.....8422.104
 Delinquent, General Services.....8471.51
 Direct Transfer by DGS8471.13
 Freight and Transportation.....8422.101
 General Services, Dept. of8422.24, 8471.44
 General Services, for Services Rendered.....8471.24
 Notice of Correction.....8422.5, 8780.1, 10808
 Payable from Reverted Appropriations8422.7
 Payment, Preparation of8422.1-22.115
 Revolving Fund.....8422.108
 Service Revolving Fund, Scheduling.....8471.44
 Sole Proprietorships8422.116
 Telephone & Telegraph, Audit of.....4590, 8422.106
 Travel Expenses, Verification of8711.3
 Vendors Institutional Stores.....10808

ITEM CHANGE, PROPOSED NOTICE OF3560

ITEM COUNT, BANK DEPOSITS8033.2

-J-

JOURNAL ENTRIES10501-53
 Controller's.....8452, 8830
 Plans of Financial Adjustment8452, 8715

JUDGMENTS AGAINST EMPLOYEES' SALARIES8593

JUNKED PROPERTY3520.9, 8643

JURY DUTY8594

-K-

-L-

LAND (See REAL PROPERTY)

LATE PAYMENT PENALTIES.....8474-8474.4

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

LEASE, LEASE/PURCHASE
 Contracts.....8632
 Information Technology.....5206-07
 Finance Review of Procurement Documents.....5211
 Model Lease5252
 Lease/Purchase of Equipment
 (See EQUIPMENT GENERAL)
 Office and Warehouse Facilities1322.1
 Authority1322
 Leasing Services.....1322
 Space Allowances1321.14
 Sublease of State Leased Space1323.1
 State-Owned Property, Leasing to Others1323
 Automated Teller Machines in State Buildings....1323.1
 Competitive Bidding Requirements.....1323.1

LEDGERS
 Allotment-Expenditure7829, 8302
 Fund, State Controller's Accounts8810-14
 Postings and Forms.....7223-23.4
 Prior Year Adjustments7831-32
 Receivables, Office Revolving Fund8192
 Stores, Institutional Stock Records10851-52
 Treasurer's Accountability8880

LEGAL BASIS FOR
 Budgetary Control6503
 Finance and DGS Controls0150
 Freight (Control of)3800
 Mailing Lists.....3150-51
 Microfilm.....1650
 Purchases3500
 Reorganization Proposals0130

LEGISLATIVE ANALYST.....7360

LEGISLATIVE BUDGET COMMITTEE6130

LEGISLATIVE/LEGISLATION6900
 Bill Analysis6960
 Bills.....6915
 Constitutional Amendments6920
 Departmental Proposed Legislation6950
 Enrolled Bill Report6965
 Hearings.....6955
 Legislative Calendar.....6905
 Legislative Process6945

Resolutions6925-40

LETTERHEAD
 Format.....2820
 Printing2820
 Use of.....2820

LIABILITY
 Contingent and Real8751
 Insurance, State-Owned Vehicles.....2420
 Tort, Payment Procedures8712

LIBRARIES, COORDINATING DISTRIBUTION.....3120

LICENSE (S) AND PERMIT (S)
 Federal Communications Commission4530

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-OWNED11030

LOAN AND RENTAL OF EQUIPMENT3522

LONG-RANGE FACILITIES PLANNING1310.3

LOST, STOLEN OR DESTROYED
 Meal Tickets, Certification for11027
 Personal Property.....8423
 Prohibited Practices3504
 Property8643
 Resistance during Robbery.....8000
 State Property8640, 8650-51
 Survey Reports8650

LUMP SUM PAYMENTS, RECOVERY OF8596

-M-

MAILING LISTS3151

PARCEL DELIVERY3831

MAINTENANCE

 Buildings and Grounds..... 1330

 Information Technology..... 5220-1

 Model Contract for Information Technology5255.11-12

 Telecommunications4525

 Vehicles, State-Owned4101

MANUALS

 Agency Accounting..... 7150

 California Accessibility Reference 1456.3

 California State Structural Safety Interpretive
 Manual..... 1456.3

 Defense Driving0752

 State Administrative Manual.....0001-0030

 OFA State Fleet Handbook4100

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

MASTER AGREEMENTS

 Approval by General Services 1215

 Equipment, Lease/Purchase3532-33

 Exempt from CSCR 1233

 Information Technology.....5207.5

MATERIALS MANAGEMENT3535

MATERIALS SERVICES SECTION3540

MAXIMIZATION OF INTEREST EARNINGS8099

MEALS

 Business Related0727

 Meals and Meal Tickets 11021-28

 Overtime0728

MEDICAL & HOSPITAL SERVICES

 AT STATE FACILITIES.....0190

MEDICAL SUPPLIES AND SURPLUS DRUGS.....3661.2

MEETINGS

 After Hours, State Building 1330.3

 Conference0724

MEMORANDUMS

 Format2820

MERIT AWARD PROGRAM4700 et seq.

 Eligibility of Suggestion4702

 Awards.....4700

 Eligibility for Participation4702

 Nonadopted Suggestions.....4702

 Responsibilities4702

 Special Acts and Services4700

 Superior Accomplishments4700

MICROWAVE

 Equipment4525

MILEAGE RATES (See VEHICLE, PRIVATELY OWNED)

MISCELLANEOUS

 ACCOUNTING PROCEDURES8700 et seq.

MISUSE OF STATE PROPERTY

 Copying & Duplicating Equipment.....2880

 Motor Vehicles4105

 Nonstate Money.....8002.5

 Prosecution for.....3504

 Purchases3504

 Telephone4510

MOBILE HOMES, TRANSPORTATION OF3827

MONETARY LIMITS

 Purchases3571

MONEY ORDERS

 Acceptance of8023

 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 Charges3824

 Household Effects 3820-29.2

 Mobile Home3827

 Office and Institution Moves.....3811

 Overseas Shipments.....3825

 Relocation..... 3820-29.2

 Self-Haul Moves.....3826

 Moving Expenses8572.1

-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 OFFICES0180

OFFICE PLANTS1330.6

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

 Budgeting6451

ORDERING AND ESTIMATING

 Institutional Stores.....10806

 Supplies from Material Services Section3543

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
 Costs 2810, 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 Equipment Leveraged 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 Purchasing3500
 Delegated Purchasing.....3506, 3571–71.1
 Delivery Commitments3511.2
 Fresh Produce.....10807.1
 Improper Ordering on Sub-Purchase Orders3572
 Installment & Lease/Purchase Accounting.....8632
 Institutional Stores10808
 Lease/Purchase Option Credits (EDP).....5208
 Light Globes3631
 Limit3500, 3571–71.2
 Delegated.....3506
 Model Contract
 Lease.....5252
 Maintenance5255.11–12
 Personal Services5271–72
 Purchase5261–62
 Model Invitation for Bids.....5221
 Pencils, etc., for Employee Use3676
 Postage8115
 Printing (See PRINTING REQUISITION)
 Prohibited Practices.....3504
 Publications8114
 Requisitioning Procedure.....3550–58

–Q–

QUALITY, CODE DEVELOPMENT.....1456.2

–R–

RATE, AGREEMENTS, FREIGHT SHIPMENTS3801, 3885

REAL PROPERTY

Acquisition1323.12
 Appraisal1323.12
 Easements.....1323.15
 Gifts1323.12
 Inventory1324.14
 Leasing State-Owned Property to Others1323.1
 Posting of State Property.....1323.14
 Proactive Asset Management.....1310
 Real Estate Services1322

Relocation Assistance1323.12

Statewide Real Property Inventory1324.14
 Surplus State Lands.....1323.13
 Transfer of Control and Possession Between
 State Agencies.....1323.12

RECEIPTS

Cash Transactions8020
 Institutional Stores Accounting.....10821–23
 Private Trusts.....19420

RECONCILIATIONS

Agency Account Balances with SCO Balances.....7921
 Bond and Treasury Sys. Accts.7923, 8060
 Office Revolving Funds7922, 8193
 Property.....7924
 Types of.....7920

RECONCILIATIONS AND REPORTS7900 et seq.

RECORDING SERVICE ESTIMATE

ADVANCES8471.23–71.61

RECORDS

Accounting7220–23.4
 Employee Attendance.....8539
 Farm Products.....10920
 Stock, Institutional Stores10851–52, 10860–61
 Subsidiary, Accounting7800–32

RECORDS MANAGEMENT

Abolished Organizations1687
 Assistance1695
 Biennial Progress Report on
 Records Management1611
 Development/Implementation1602
 Electronic Records.....1600
 Establish/Administer1602
 Forms Management1700-50
 Government Codes1602
 Guidelines, Fact Sheets, Handouts1695
 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
 Recycling1900-60

REFUND(S)

Accounting for.....8240
 Cash Accounts8095
 Claims8424
 Gasoline Tax.....8745.5
 Revenue8240
 Unused Services, Claims for11073.2
 Utility Services Lines8750

REGISTER, BOOKS OF ORIGINAL ENTRY, ACCTG.7222

REGULATIONS, OFFICE OF

(See EXECUTIVE ORDER).....1456-1456.3

REGULATION SERVICES, OFFICE OF

Contacts1456
 Functions1456.2
 Internet, Location1456.3
 Program Purpose1456
 Publications1456.3
 Statutory Authority1456.1

REIMBURSEMENTS

Advances for Travel Expenses8117
 Budgeting for.....6463
 Cash Purchase Funds.....8112.5
 Classification of.....11071
 Crediting of.....8287
 Interagency Services.....8453
 Mileage0754
 Non-State Employee.....0774

RENTAL PAYMENTS1322.1

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 HARNESSSES
 (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)		STATE COMPENSATION INSURANCE FUND (See INSURANCE)	
Architectural and Construction	1450-1456.3	STATE CONTRACTING MANUAL	1205
Automotive Equipment Inspection	4113	STATE CONTROLLER'S ACCOUNTS (See CONTROLLER, STATE)	
Billing for Services (General)	8740, 8753-58.1	STATE PRICE SCHEDULES	3531-33
Buildings and Grounds Maintenance.....	1330	STATE TREASURY SYSTEM.....	8001, 8890
Billing for	1330.1	STATE TREASURER'S ACCOUNTS (See TREASURER, STATE)	
Copier Maintenance	2130	STATEMENT OF	
Direct Transfer by DGS	8471.13	Operations.....	7963
Duplicating and Reproduction (See REPRODUCTION)		Financial Condition	7979
Emergency Service.....	6560	Fund Condition	6481
Employees	11000 et seq.	Revenue	7956
Grounds Maintenance	1330	STATEMENTS, BANK.....	7923, 7967, 8060
Interagency Administrative Costs.....	8758, 8758.1	STATEWIDE COST ALLOCATION PLAN.....	8755
Medical and Hospital	0190, 0482.5	STATEWIDE PLANNING	1100 et seq.
Motor Vehicle Repair.....	2430	STATIONERY	
Provided by Department of		Letterhead	2820
General Services.....	8471.1-71.25	Printing of.....	2820
Shipping (See TELECOMMUNICATIONS)		STATISTICAL RECORDS FOR PROPERTY ACCOUNTING.....	8660
To other than State Agencies	8753	STATUTORY AUTHORITY	
To Tenants.....	1330	Construction Services.....	1454.1
SHORTAGE		Design Services	1452.1
Budget Deficiencies	6536	Regulation Services	1456.1
Revolving Fund.....	8072	STOCK RECEIVED REPORT (Form STD. 106)	8422.20, 10808-10822.1, 10872-73
SICK LEAVE AND VACATION RECORDS	8539	STOCK RECORDS, INSTITUTE STORES.....	10851-52, 10860.1
SIGNATURE CARDS (Also see CARDS).....	8001.2	STOLEN (See LOST, STOLEN OR DESTROYED)	
SMALL BUSINESS		STOP PAYMENT REQUEST (Form STD. 432)	8044-46
Purchase	3571	STORAGE.....	
SMOKING		Bills, Audit of	3851
Ban on Smoking in State-owned or Leased Space	1330.5	Household Effects	3822
SPACE		Records	1680
Action Request	6453	STYLE MANUAL (See PRINTING)	
Allowances	1321.14	SUBPOENAED WITNESS, ABSENCE FOR (See TIME OFF)	
Interior Space Planning and Design.....	1320	SUB-PURCHASE ORDER (Form STD. 40A)	3570-75.1, 8422.103
Office and Warehouse Facilities (See LEASE)		SUBROGATION RECEIPTS	8775
SPECIAL.....		SUBSIDIARY RECORDS (ACCOUNTING)	7800 et seq.
Acts of Service (See MERIT AWARD PROGRAM)		SUBSIDIARY REVENUE ACCOUNTS.....	8212-15
Deposit Fund	18420, 18424.5-424.7	SUB-STANDARD COMMODITIES	3510.4
Purpose Trusts	19440	SUB-STOREROOMS	10831.1
SPECIAL ACCOUNTS (See OTHER GOVERNMENTAL COST FUNDS)		SUCCESSFUL PLAN REVIEW	1456.3
SPECIAL PROGRAMS.....	1452.4	SUGGESTIONS, EMPLOYEE (See MERIT AWARD)	
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		

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 Checks3696.1-96.3
Outstanding8042, 8281, 18424.1
Paid Agency Checks8050
Payable to Claiming Agency..... 8422.25
Payable to Counties..... 8422.26
Salary8580 et seq.
Security of8041-41.1
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

Definitions4989.1
Exclusions4989.2
Roles and Responsibilities4989.3
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-~~