

June 19, 2020

**GENERAL LETTER NO. 23-K AP-5**

ISSUED BY: Bureau of Accounting Services  
Division of Fiscal Management

SUBJECT: Management Manual, Title 23, Chapter K, Appendix, ***Procurement Appendix***, obsolete.

**Summary**

Title 23, Chapter K, Appendix, ***Procurement Appendix*** is rescinded.

**Effective Date**

Immediately.

**Material Superseded**

This material rescinds the following pages from Management Manual, Title 23, Chapter K, Appendix:

<u>Page</u>	<u>Date</u>
Title page	August 1, 2008
Contents (page 1)	August 1, 2008
1-5	August 1, 2008
6	October 2, 2009
7, 8	August 1, 2008

**Additional Information**

The following forms are still in use and are referenced in the policy manual.

- ◆ 470-3522, *Approval for Purchase*
- ◆ 470-4555, *Office Supply Return*
- ◆ 470-0047, *Supply Order*

The following forms belong to the Department of Administrative Services (DAS). Access to these forms can be found in the policy manual.

- ◆ *Customer Complaint Report*
- ◆ *GAX, General Accounting Expenditure*

Refer questions about this general letter to your division administrator.