



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 6, 2006

GENERAL LETTER NO. 24-B-3

ISSUED BY: Bureau of Purchasing, Payments and Receipts, Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter B, *GENERAL SERVICES*, Title page, revised; Contents, revised; pages 1 through 2, revised; and pages 3 through 8, new.

Summary

Employees' Manual, Title 24, Chapter B, *GENERAL SERVICES*, has been updated, revised into the new manual format, and is now available electronically.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 24, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	August 14, 1979
Contents	August 14, 1979
1-2	August 14, 1979

Additional Information

Refer questions about this general letter to your service area manager.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 15, 2008

GENERAL LETTER NO. 24-B-4

ISSUED BY: Bureau of Purchase, Payments, and Receipts,
Division of Fiscal Management

SUBJECT: Management Manual, Title 24, Chapter B, **GENERAL SERVICES**, Title
(page), revised; Contents (page 1), revised; and pages 1 through 8,
revised.

Summary

This chapter is revised to reflect current policies and procedures.

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter B from Management Manual, Title 24, and destroy it. This includes the following:

<u>Page</u>	<u>Date</u>
Title (page)	January 6, 2006
Contents (page 1)	January 6, 2006
1-8	January 6, 2006

Additional Information

Refer questions about this general letter to your area income maintenance administrator, your service area manager, or your regional collections administrator.

December 16, 2022

GENERAL LETTER NO. 24-B-5

ISSUED BY: Bureau of Accounting Services
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter B, **Mail and Printing Services**, Title Page, Contents I, I-5, revised; 6-8, removed.

Summary

This chapter is revised to

- Reflect current general service practices,
- Rename the chapter from *General Services* to *Mail and Printing Services*, and
- Update style and formatting throughout.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 24, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	August 15, 2008
Contents I	August 15, 2008
I-8	August 15, 2008

Additional Information

Refer questions about this general letter to your area division administrator.