



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

March 16, 2007

GENERAL LETTER NO. 24-H-AP-3

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

SUBJECT: Management Manual, Title 24, Chapter H, Appendix, **CAPITAL ASSET AND SUPPLY INVENTORY CONTROL APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 7, revised; pages 8 and 9, new; and the following forms:

- 470-0048 *Capital Asset Acquisition Input*, revised
- Comm. 281 *Capital Asset Inventory System On-Line User's Guide*, revised
- 470-4287 *Destruction of State Surplus Property*, new
- 470-0046 *Inventory Transfer/Loan Authorization*, revised
- 470-4286 *State Surplus Property*, new

Summary

This appendix is revised to update forms. The name of the appendix is change from "FIXED ASSET AND SUPPLY INVENTORY CONTROL APPENDIX" to "CAPITAL ASSET AND SUPPLY INVENTORY APPENDIX."

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	June 29, 1984
Contents (page 1)	June 29, 1984
Adm-2123-0	6/84
1-4	June 29, 1984
Adm-2110-0	6/84
5-7	June 29, 1984
Fixed Asset Inventory System On-line User's Guide (pps. 1-46)	Undated

Additional Information

Destroy any remaining supplies of these forms. Refer questions about this general letter to your facility business manager, service area manager, or regional administrator.

October 7, 2022

GENERAL LETTER NO. 24-H-AP-4

ISSUED BY: Bureau of Accounting Services
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter H Appendix, **Capital Asset and Supply Inventory Control Appendix**, Title Page, Contents I, I-4, revised; 4-9, removed.

Summary

This chapter is revised to reflect current capital asset and supply inventory practices and to update style and formatting throughout.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	March 16, 2007
Contents I	March 16, 2007
I-4	March 16, 2007
4-9	March 16, 2007

Additional Information

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