



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-3

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

SUBJECT: Management Manual, Title 24, Chapter H, **CAPITAL ASSET AND SUPPLY INVENTORY CONTROL**, Title page (revised), Contents (page 1), revised; pages 1 through 8, revised; and pages 9 and 10, new.

Summary

This chapter is revised to:

- ◆ Change the name of the chapter from "Fixed Asset and Supply Inventory Control," to "Capital Asset and Supply Inventory Control."
- ◆ Update the policies and procedures.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Management Manual, Title 24, Chapter H, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	June 29, 1984
Contents (page 1)	January 16, 1985
1-5	June 29, 1984
6-8	January 16, 1985

Additional Information

Refer questions about this general letter to your facility business manager, service area manager, or regional administrator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

August 7, 2009

GENERAL LETTER NO. 24-H-4

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

SUBJECT: Management Manual, Title 24, Chapter H, ***CAPITAL ASSET AND
SUPPLY INVENTORY CONTROL***, Title page, revised; and pages 7 and
8, revised.

Summary

This chapter is revised to:

- ◆ Correct the Title page to reflect "Management Manual" instead of "Employees' Manual."
- ◆ Update the procedures under the "Depreciation" section.

Effective Date

Upon receipt.

Material Superseded

Remove from Management Manual, Title 24, Chapter H, Title page and pages 7 and 8, dated March 16, 2007, and destroy them.

Additional Information

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-5

ISSUED BY: Bureau of Accounting Services
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter H, **Capital Asset and Supply Inventory Control**,
Title Page, Contents I, I-6, 7 and 8, 9 and 10, revised.

Summary

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

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	August 7, 2009
Contents I	March 16, 2007
I-6	March 16, 2007
7 and 8	August 7, 2009
9 and 10	March 16, 2007

Additional Information

Refer questions about this general letter to your division administrator.