INTRODUCTION

Frequently agencies are directed by SAAM or required by agency-specific circumstances to produce their own agency policies. This section of SAAM deals with agency-specific policies.

POLICY & PROCEDURES

1. An agency is at times required and at other times permitted to produce agency-specific policies and procedures based upon SAAM.

2. Agency-specific policies based upon SAAM may be more restrictive or frugal, but not more permissive or generous, than the statewide policies promulgated in SAAM. Such policies must, however, comply with:

   2.1. All applicable Federal and State laws, rules and policies.

   2.2. All the legally enforceable terms and conditions of any contract or grant.

3. Agency-specific policies and procedures based upon SAAM must not be discriminatory or applied in an unfair or arbitrary manner.

4. Agency-specific policies and procedures based upon SAAM must be reviewed and approved by the agency head or his deputy and the agency chief financial officer.

5. Agency-specific policies and procedures based upon SAAM must be published in a manner such that they are available to all affected agency personnel.

6. Agency-specific policies based upon SAAM may incorporate SAAM and/or any of its topics or sections by reference.

7. An agency may request the GAO to review any agency-specific policies based upon SAAM. Thirty (30) calendar days must be allowed for such a review.

8. An agency must retain copies of agency-specific policies and procedures for a period consistent with that prescribed by LAPR.

9. An agency must furnish the GAO, upon its request, a copy of any of its agency-specific policies and procedures based upon SAAM.