



## ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 9 – Accounting System Processing 2.0	EFFECTIVE DATE: 06/05/2016
TITLE: Department ID Designation Changes	REVISION DATE: 06/05/2016
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

### POLICY

The Bureau of Fiscal Services (BFS) annually reviews requests for changes in Department IDs under the State Accounting System to ensure they are appropriately included in the Department Cost Allocation Plan as submitted to the federal Division of Cost Allocation. Approved changes generally become effective at the beginning of the next fiscal year.

Requests for new IDs may be submitted at any time during the year.

### PROCEDURES

1. Each organization will annually review Department ID designations.
2. Submit requests for changes in writing, to the appropriate BFS Managerial Accounting Unit lead accountant and BFS cost allocation plan coordinator.
3. BFS will review requests for new or changed responsibility areas and contact the requestor for additional information as needed.
4. If changes are not approved, the requesting organization will be notified. Approved changes will be requested from DOA by the Chartfield Requester in STAR.
5. New or revised Department IDs must not be used until authorized by BFS.
6. Organizations having no changes will so indicate in writing to BFS.

### CONTACTS

[Cost Allocation Plan Coordinator](#)

[Managerial Accounting Section Chief](#)