

# STATEMENTS OF POLICY

## Title 4—ADMINISTRATION

GOVERNOR'S OFFICE  
[4 PA. CODE CH. 1]

### Executive Orders, Management Directives and Other Issuances of the Directives Management System Indexed for Reference Purposes

The Index of Issuances is being updated to reflect changes since 25 Pa.B. 2191 (June 3, 1995). This revision adds new issuances, amends and rescinds others. Recipients of publications listed in this index should be kept informed of the status of these publications.

THOMAS G. PAESE,  
*Secretary of Administration*

*(Editor's Note: This Index of Issuance is published under 1 Pa. Code § 3.1(a)(9). This document meets the criteria of 45 Pa.C.S. § 702(7) as a document general and permanent in nature which shall be codified in the Pennsylvania Bulletin.)*

**Annex A**

**TITLE 4. ADMINISTRATION**

**PART I. GOVERNOR'S OFFICE**

**CHAPTER 1. AGENCY OPERATION AND ORGANIZATION**

**Subchapter A. DIRECTIVES MANAGEMENT SYSTEM**

**§ 1.4 Index of Issuances.**

		<b>Date of Original or Latest Amendment</b>	<b>Current Revisions</b>
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1987-12	Cultural Advisor to the Governor.....	5/27/87	
1987-18	Minority and Women Business Enterprise .....	9/28/87	
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1990-7	Interagency River Island Task Force .....	10/17/90	
1991-2	Utilization of Commonwealth Owned and Leased Space .....	2/27/91	
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1992-3	The Americans With Disabilities Act of 1990 .....	7/22/92	
1993-1	Prohibition of Sexual Harassment in the Commonwealth .....	3/26/93	
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1995-2	Drug Policy Planning Coordination.....	7/10/95	
1995-3	Pennsylvania Energy Development Authority .....	7/10/95	
1995-4	Monitoring Supplies of Petroleum Products .....	7/10/95	
1995-5	Money-Back Guarantee Permit Review for the Department of Environmental Protection .....	8/23/95	
1995-6	Governor's Community Partnership for Safe Children .....	9/14/95	
1995-7	Governor's Executive Council on Recycling Development and Waste Reduction .....	10/11/95	
1995-8	Governor's Advisory Commission on Public School Finance.....	10/11/95	
1995-9	Governor's Sportsmen's Advisory Council .....	10/11/95	
1995-10	Governor's Sports and Exposition Facilities Task Force .....	10/27/95	

**2. Management Directives and Manuals.**

**BUDGET**

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**Budget Preparation**

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M110.1	1996-97 Budget Instructions.....	8/95	
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		Date of Original or Latest Amendment	Current Revisions
<b>2. Management Directives and Manuals.</b>			
<b>MANAGEMENT/ADMINISTRATIVE SUPPORT</b>			
<b>General</b>			
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205.16	Compliance With the Whistleblower Law, Act 1986-169 .....	11/22/95	
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<b>Contracts Management</b>			
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215.11	Contractor Responsibility Provisions for Commonwealth Contracts ..	12/7/95	
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215.15	Statewide Service Purchase Contracts .....	1/26/96	
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<b>Central Services</b>			
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220.5	Payment of Interagency Billings for Centralized Services .....	7/17/95	
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<b>Travel and Expenses</b>			
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230.11	Use of Pittsburgh and Erie Convention Centers by State Agencies ...	4/24/85	
230.13	Commonwealth Corporate Card Program .....	12/21/95	
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<b>Telecommunications Management</b>			
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240.11	Commonwealth Cellular Telephone Equipment and Services .....	1/18/96	
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<b>Public Information Programs</b>			
250.1	The Sunshine Act Meeting Notices .....	9/22/95	
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<b>FINANCIAL MANAGEMENT</b>			
<b>General</b>			
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305.7	Interest Penalties for Late Payments .....	3/24/95	1
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<b>Accounting</b>			
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310.3	Encumbering and Lapsing of Appropriations .....	10/16/95	
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310.13	Generally Accepted Accounting Principles (GAAP) .....	6/13/95	
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310.15	Agency Federal ID Numbers .....	10/20/95	
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310.17	Accounting for Payments of Federal Funds to Subrecipients .....	11/21/95	
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310.19	Accounting for Disbursements of Funds in Interagency Agreements and Memorandum of Understanding Documents .....	11/21/95	
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M310.2	Definitions of Major and Minor Objects of Expenditures .....	8/25/93	1 thru 5
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		<b>Date of Original or Latest Amendment</b>	<b>Current Revisions</b>
<b>2. Management Directives and Manuals.</b>			
<b>Payroll</b>			
315.1	Calculation and Payment of Statutory Salaries.....	12/14/95	
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315.13	Payments of Wages, Salary, Benefits, and Travel Expenses to Survivors of Deceased Employes .....	9/15/95	
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315.28	Taxability of State-Provided Parking .....	6/29/95	
M315.1	Municipal Tax Rate Schedules .....	12/2/93.....	1 thru 7
<b>Audits</b>			
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325.5	Single Audit Costs—State Level.....	8/7/95	
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<b>EMPLOYE DEVELOPMENT AND UTILIZATION</b>			
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<b>Pay</b>			
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525.16	Physicians and Related Occupations Quality Assurance Program ....	7/24/95	
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<b>Benefits</b>			
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530.2	Sick Leave Without Pay, Parental Leave Without Pay, and Family Care Leave Without Pay.....	7/27/95	
530.3	State Employee Combined Appeal for New Employes and Employes on Inter-Agency Transfers .....	1/18/96	
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530.17	Partial and Full Day Closings of State Offices.....	12/28/95	
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M530.15	State Police Health Program/State Police Supplemental Benefits Program Administrative Manual.....	10/4/95	
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<b>Retirement</b>			
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570.12	Refusal of Recall From Furlough.....	5/19/95	
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<b>Civil Service</b>			
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580.6	Monthly Report of Classified Service Employes.....	8/23/95	
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580.18	Pennsylvania Residency and United States Citizenship Requirements for the Classified Service .....	8/30/95	
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<b>SUPPLIES, SERVICES AND EQUIPMENT</b>			
<b>Supplies and Equipment Acquisition/Disposition</b>			
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M610.5	Field Purchasing Manual.....	3/17/94.....	1 thru 4

	<b>Date of Original or Latest Amendment</b>	<b>Current Revisions</b>
<b>2. Management Directives and Manuals.</b>		
<b>Automotive Services</b>		

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M615.2	Commonwealth Automotive Credit Card Code List—January 1996 . . .	1/17/96
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[Pa.B. Doc. No. 96-179. Filed for public inspection February 9, 1996, 9:00 a.m.]

**PART II. EXECUTIVE BOARD  
[4 PA. CODE CH. 9]**

**Reorganization of the Department of General Services**

The Executive Board approved a reorganization of the Department of General Services effective January 30, 1996.

The organization chart at 26 Pa.B. 597 (February 10, 1996) is published at the request of the Joint Committee on Documents under 1 Pa. Code § 3.1(a)(9) (relating to contents of *Code*).

*(Editor's Note:* The Joint Committee on Documents has found organization charts to be general and permanent in nature. This document meets the criteria of 45 Pa.C.S. § 702(7) as a document general and permanent in nature which shall be codified in the *Pennsylvania Code*.)

[Pa.B. Doc. No. 96-180. Filed for public inspection February 9, 1996, 9:00 a.m.]

**Title 55—PUBLIC WELFARE**

**DEPARTMENT OF PUBLIC WELFARE  
[55 PA. CODE CHS. 100 AND 3040]  
Deletion of Statements of Policy**

*Purpose*

The purpose of this statement of policy is to delete from the *Pennsylvania Code* two codified Department of Public Welfare statements of policy.

*Discussion*

Section 9.22 (relating to annual review of bulletins and Secretary's Directives) establishes the requirement for the annual publication of a list of existing Department Statements of Policy with continuing effect in the *Pennsylvania Bulletin*. The 1995 Annual Update was published at 26 Pa.B. 379 (January 27, 1996). As part of that review, two codified statements of policy with no continuing effect were identified.

This statement of policy is effective upon publication in the *Pennsylvania Bulletin*.

*Policy*

The following statements of policy are obsolete and will be deleted from the *Pennsylvania Code*:

<i>Name</i>	<i>Code Citation</i>	<i>Publication Date</i>
Eligibility of Participants in Employment Demonstration Projects for Cash, Medical and Food Stamp Benefits	§ 100.1	5-14-88
Revised Income Guidelines and Fee Scale for Subsidized Day Care—Appendix C	Chapter 3040— Appendix C	6-27-92

FEATHER O. HOUSTOUN,  
*Secretary*

**Fiscal Note:** 14-BUL-40. No fiscal impact; (8) recommends adoption.

[Pa.B. Doc. No. 96-181. Filed for public inspection February 9, 1996, 9:00 a.m.]

