



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
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99 MLC

Charles M. Arlinghaus  
Commissioner  
(603) 271-3201

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

August 8, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

### REQUESTED ACTION

Pursuant to RSA 21-I: 14, I (b) (7); RSA 541-A: 1, XV; and RSA 4:15, the Department of Administrative Services requests approval of the following amendments to the Department of Administrative Services Manual of Procedures ("DAS MOP") effective upon approval by the Governor and Executive Council:

1. Amendments to Chapter MOP 2800 Section I, reflecting that the DAS MOP is available on the worldwide web. The proposed amendments are highlighted in bold on Attachment A hereto. Approval of this request would result in DAS MOP Chapter 2800 reading as shown in Attachment B hereto.
2. Amendment to chapter MOP 1 so as to reflect the alterations made to chapter MOP 2800. The proposed amendment to chapter MOP 1 is highlighted in bold in Attachment C hereto. Approval of this request would result in DAS MOP Chapter 1 reading as shown in Attachment D hereto.

### EXPLANATION

DAS MOP 2800 addresses miscellaneous matters relating to the Manual of Procedures. In June of 2022, the Executive Council met to consider various changes to the Manual. One change endorsed by the Council was to move the location of the Manual of Procedures from the State's internal intranet system (Sunspot) to the worldwide web (the internet). This has now been accomplished. Chapter MOP 2800, however, currently states that the Manual is electronically available on Sunspot. It is proposed that that provision be altered to state that it is available on the Department of Administrative Services website (where the Manual may now actually be found). Chapter MOP 1, which serves as a preface and introduction to the Manual, currently states that "[u]pdated versions of this Manual will be posted on-line on Sunspot, the DAS intranet system, as finalized." It is proposed that this be changed to reflect the Manual's posting on the internet.

Approval of this item would result in MOP 2800 reading as appears in Attachment B hereto and Chapter MOP 1 reading as appears in Attachment D hereto.

Respectfully submitted,

*Sheri L. Rockburn*  
for Charles M. Arlinghaus  
Commissioner

MISCELLANEOUS

MOP 2800 Miscellaneous

**I. Manual of Procedure Copies**

Updated provisions of the Manual of Procedures will be made electronically available on ~~the intra-net (SunSpot)~~ a State website on the worldwide web (internet) as they are approved. The Manual will not be automatically printed and distributed to agencies in hard copy by the Department of Administrative Services. See also MOP 2, I., B.

~~The State intra-net (Sun Spot) site may be found at: <http://sunspot.nh.gov/>~~

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*INTRODUCTION and USE*MOP 1 Preface and Introduction**I. Manual of Procedures Preface and Introduction**

In 2008, RSA 21-I: 14, I, was revised to provide that the Department of Administrative Services (DAS) is to adopt a:

*. . . comprehensive uniform system of state financial management described in RSA 21-I: 13, XV and XVI in the form of a manual to be updated and revised as the commissioner of administrative services deems necessary, that clearly explains procedures applicable to all state agencies, officers and employees . . .*

RSA 21-I: 14, IX further provides that DAS is to adopt certain standards for the format, content and style of agency annual or biennial reports, in the form of a manual updated and revised by the Commissioner. Provisions authorizing and describing a DAS Manual have existed in state statute since at least 1983.

The manual described above addresses matters relating to the aspects of State financial management handled by DAS and its provisions are subject to the approval by the Governor and Council. See RSA 21-I: 14, I (a) and (b). Its contents are not required to undergo formal rulemaking pursuant to RSA 541-A, but State agencies, officers, employees, and others to whom the provisions of the manual are directed are nonetheless to abide by its requirements. See RSA 21-I: 14, I; RSA 21-I: 14, I (a); RSA 541-A: 1, XV.

The Department of Administrative Services Manual of Procedures ("MOP") existed in various formats prior to the 2008 statutory amendments and many of the materials contained in this version of the MOP are derived from those earlier versions. To aid in the transition from certain old sources to this MOP, some, but not all, earlier sources are noted in this document. This edition of the MOP endeavors to bring earlier versions and source materials into one accessible location; to update them for current circumstances; to assign a uniform numbering system for ease of reference and to provide a general guide to certain additional sources of information. It also includes materials formerly found in the Department of Administrative Services Budget Office Administrative Handbook and new materials stemming from the modernization of the State's procedures, including alterations to the State's integrated financial accounting system.

Generally, to the extent deemed necessary by the Commissioner of Administrative Services, the MOP is intended to set forth standards, practices, procedures, policies, protocols, guidelines, specifications, instructions, directives,

## DAS MANUAL OF PROCEDURES

requirements, or descriptions of requirements related to the financial management of the State. Topics addressed in the MOP include, but are not limited to, those listed in RSA 21-I: 14, I (b) (1) through (12), as well as topic areas relating to agency annual or biennial reports as described in RSA 21-I: 14, IX.

The MOP is not intended as a comprehensive overview of all matters relating to the financial management of the State and topics referenced or alluded to in the MOP may also be addressed, augmented, or in some cases governed by, material found in other sources. Those sources include, but are not limited to, State and federal statutes, State and federal rules and regulations, executive orders, actions of the Governor and Council, collective bargaining agreements, court opinions and policies particular to specific agencies.

References to statutes and rules contained in this MOP are intended only as an aid to the reader and not as a definitive statement of all applicable provisions of law. The contents of this Manual are not intended as legal advice. Statutory and regulatory provisions referenced in the MOP should be reviewed for currency.

New Hampshire's Revised Statutes Annotated may be found on-line at:  
<http://www.gencourt.state.nh.us/rsa/html/indexes/default.html>.

On-line versions of State administrative rules may be found at:  
<http://www.gencourt.state.nh.us/rules/default.htm>

Since this MOP is subject to periodic revision by the Commissioner of Administrative Services, users should verify that they have a current version of this document. Updated versions of the Manual will be posted ~~on-line on SunSpot, the DAS intranet system, as finalized by the Department of~~ **Administrative Services on a State website on the worldwide web.** Other procedural matters relating to the Manual may be found in the portion of the MOP identified as "MOP 2."

In addition to this Manual, DAS - and in some cases other agencies - may from time to time produce descriptive materials, such as handbooks or guides, intended to assist agencies and others in performing functions relative to financial management. Some of those items are noted in this Manual. State agencies are encouraged to contact the DAS business supervisor assigned to their agency, or, if appropriate, their counsel in the Department of Justice, with questions specific to their circumstances.

Questions to DAS regarding the MOP should be directed to:

Department of Administrative Services - Budget Office  
State House Annex, Room 120  
25 Capitol Street

## DAS MANUAL OF PROCEDURES

Concord, NH 03301- 6312  
Telephone: (603) 271-3204  
Fax: (603) 271- 6600  
TDD Access: Relay NH 1-800-735-2964

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