

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2017-18

DATE: June 9, 2017

TO: All Operators and Service Providers

FROM: Chris Burlaka, Chief Financial Officer

SUBJECT: Operations Manual Revision: Chapter 6, Financial Management and Updated Closeout Packet Instructions and Forms

PURPOSE

The purpose of this operational issuance is to inform SDWP's Operators and Service Providers of revisions to the following policies: Chapter 6, Financial Management.

Revisions to Chapter 6 include but are not limited to:

- Incorporation of the closeout packet instructions and forms as attachments to the chapter.
 - Close Out Instructions and Forms
 - Close Out of Fixed Assets

BACKGROUND

The last update to Chapter 6, Financial Management was released in September 2016.

ACTION

Effective June 9, 2017, all Operators and Service Providers are required to follow the guidelines outlined in the updated chapter and its attachments. This issuance replaces and supersedes the current chapter and attachments.

If you have any questions regarding this issuance, please contact your Program Specialist at (619) 228-2900.

All chapters and attachments can be found on the SDWP website under [Partner Resources>Operations Manual](#).

cc: SDWP Internal Distribution
Simpson & Simpson