



STATE CONTROLLER'S BULLETIN

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State Controller

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Bulletin #FY25-04

SUBJECT: Changes to Payment Workflow Threshold from over \$5K to over \$10K

DATE: November 20, 2024
TO: All Departments and Agencies
FROM: Douglas E. Cotnoir, CPA, CIA State Controller

The purpose of this bulletin is to inform the entire Advantage community of several significant changes in payment workflow rules. The following changes affect how payment documents workflow to OSC for approval in Advantage, including updates to MainePays, and DocuWare and are **effective Monday, November 25, 2024:**

1. Advantage & DocuWare workflow is changing from >\$5k to >\$10K.
2. MainePays is updating the submission of documents from >\$5k to >\$10K.
3. Advantage & Data Analytics barcodes are being updated to >\$10K instead of >\$5K.

The workflow rules regarding payments that currently workflow to OSC for reasons other than a threshold amount remain intact. For example, "Treasury Pickup" workflow rules will remain the same, regardless of dollar value.

Please note that the fixed asset requirement to complete a fixed asset shell for capital items \$5K and greater has not changed. Similarly, the capital allotment threshold of \$5K will not change.

Please contact any of the following OSC staff members if you have questions about these changes.

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