
STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: September 17, 2003

CALATERS LETTER # 03-013

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: Department Administration Procedural Changes

Participating CalATERS departments are now required to submit Signature Authorization forms for department staff authorized to sign and submit department administrative forms on behalf of the department. Department administration tasks include updating department tables, requesting privileges, maintaining department policies, and updating help desk contact information. Effective October 15, 2003, department administration forms will not be processed until a Signature Authorization form is on file with the Controller's Office.

Procedural changes regarding table submission will also be implemented effective October 15, 2003. Table Submission forms must be submitted along with requested table updates. Department contact person, mailing address, phone number, and email address must be provided on the form. In addition, a record count for each table must also be indicated on the form. Departments may continue to email tables, except for the calapprover and calprofile tables. Tables sent via email will not be processed until the Table Submission form is submitted to the Controller's Office. Faxed forms will not be accepted. Diskettes will be returned after the tables have been loaded in CalATERS.

Department Administration forms, including the Signature Authorization and Table Submission forms, are now available on the CalATERS website at www.calaters.ca.gov. If you have questions regarding the new system administration procedures, please contact your department's CalATERS Help Desk. Thank you.