



2. Procedures for Changing/Adding Standard Accounting Business Rules

Bureaus must submit a formal request for adding or changing any of the AP BPR Business Rules. The formal request must include:

- Old Business Rule (if applicable)
- Proposed new business rule
- Definition and examples
- Reason for change (if applicable)
- Usage
- Internal Bureau review and approval.

The formal request must come to Office of Financial Management (OFM)/CBS Solutions Center (CSC) for review and comment. If needed, OFM/CSC will forward the request to the AP-BPR working group for review and approval.

If needed, the request will be forwarded to Office of General Counsel (OGC) for review and approval. Revisions as necessary will be made and routed back to the AP BPR working group for concurrence.

The request will then be forwarded to the Bureaus' Finance Officers for approval. Once approved, the request will be posted on the OFM Publications Website.

If the request is denied at any stage of the process, the submitter will be notified with the reason given for the denial.