



POLICY AND PROCEDURE
ARIZONA STATE UNIVERSITY

		NUMBER CAM 401-02
MANUAL Creating Administrative Manuals	SECTION Format Standards	PAGE 5 of 7
SUBJECT Order of Manual Contents		EFFECTIVE 12/1/1984
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You are receiving copy number 109 of the ASU *Comptroller's Office Policies and Procedures Manual*, indexed as COM. This manual was created as a tool to help you and others in your department locate pertinent policies and procedures when dealing with the Comptroller's Office.

Please assume the following duties for your manual:

1. replace the contents with revised sections mailed to you from time to time and
2. notify the Comptroller's Office if this manual is reassigned to another departmental employee.

By photocopying COM 902-08, you have a manual reassignment form which when completed and submitted to the Comptroller's Office constitutes a manual reassignment.

Please contact Dennis Ederer, Assistant Comptroller, 965-1929 if you have any questions and/or desire clarifications.

CAM 401-02A
Sample Manual Assignment Page:
Comptroller's Office Policies and Procedures Manual

You are being provided a single, two-volume copy of the *Student Affairs Policies and Procedures Manual*. Each two-volume manual is numbered and assigned to a specific individual and/or office location.

Please be responsible for your manual by:

1. adding, deleting, and/or replacing policy and procedure items when so instructed by this office
2. suggesting changes to this manual, if any, to the Office of the Vice President for Student Affairs and
3. leaving this manual for your successor and notifying the Office of the Vice President for Student Affairs when you leave your current position.

If you have any questions or suggestions, please feel free to contact the Office of the Vice President for Student Affairs at 965-7293.

CAM 401-02B
Sample Manual Assignment Page:
Student Affairs Policies and Procedures Manual