
Effective: 7/1/1999

ASU COM Manual Revision Notice

Policy	Summary of Changes
<p><u>COM 103</u></p> <p>Departmental Record Keeping</p>	<p>Revision of Policy</p> <p>Revised to add record retention requirements for purchases made with the ASU Purchasing Card and to replace area with agency</p>
<p><u>COM 105</u></p> <p>Fiscal Year-End Closing</p>	<p>Revision of Policy</p> <p>Revised to replace Accounts Payable with Payables and Reimbursements, to change CUFS to the Advantage financial accounting system, and to replace area with agency</p>
<p><u>COM 111</u></p> <p>Charges to State Operating Agency/Orgs</p>	<p>Revision of Policy</p> <p>Revised to replace area with agency</p>
<p><u>COM 121</u></p> <p>ASU Identification Numbers and Tax-Exempt Status</p>	<p>Revision of Policy</p> <p>Revised to correct the ASU Dun and Bradstreet Identification number</p>
<p><u>COM 201</u></p> <p>Agency/Org and Coding Structures</p>	<p>Revision of Policy</p> <p>Revised to add general local restricted agency/orgs. Revised to replace area with agency and to change CUFS to the Advantage financial accounting system</p>
<p><u>COM 203</u></p> <p>Org Manager Responsibilities</p>	<p>Revision of Policy</p> <p>Revised to require written approval of any lobbying-related expenses from the vice president for Institutional Advancement or the university designated lobbyist. Revised to replace area with agency</p>
<p><u>COM 211</u></p>	<p>Revision of Policy</p>

Sponsored Project Agency/ Orgs	Revised to specify that all clinical trial funds must be deposited to a sponsored project agency/org. Revised to replace area with agency
<p><u>COM 301-01</u></p> <p>Deposits—General Policy</p>	<p>Revision of Policy</p> <p>Revised to add that if there is the possible appearance of a charitable contribution, the solicitation material related to the activity must be preapproved by the Office of Development’s director of donor relations and applies to deposits made at ASU and at any ASU financially related organization. Revised to replace area with agency</p>
<p><u>COM 301-02</u></p> <p>Deposits—ASU-Approved, Financially Related Organizations</p>	<p>Revision of Policy</p> <p>Revised to add that rental proceeds need to be deposited into an ASU account, and not to an account of a financially related organization, unless the rental facility or equipment is owned by the financially related organization. Revised to replace area with agency</p>
<p><u>COM 303</u></p> <p>Gift Deposits</p>	<p>Revision of Policy</p> <p>Revised to add that solicitation material must be preapproved before printing by the Office of Development’s director of Donor Relations. Revised to replace area with agency</p>
<p><u>COM 401-03</u></p> <p>Prohibited Transactions</p>	<p>Revision of Policy</p> <p>Revised to delete the references to faculty and staff reimbursements in excess of \$500 and political activities. Revised to replace area with agency</p>
<p><u>COM 403</u></p> <p>Petty Cash Funds</p>	<p>Revision of Policy</p> <p>Revised to require that receipts from petty cash purchases be stored separately from the petty cash funds. Revised procedures for terminating a petty cash fund. Revised to replace FAS with Payables and Reimbursements and area with agency</p>
<p><u>COM 420-01</u></p> <p>Faculty and Staff Reimbursements</p>	<p>Revision of Policy</p> <p>Revised to add procedures for faculty and staff reimbursements of other expenses in excess of \$500</p>
<p><u>COM 430-02</u></p>	<p>Revision of Policy</p>

Expenditure Coding Cross-References	Revised to delete duplicate listings for capital and noncapital equipment, materials and supplies, and services. Revised to change CUFS to the Advantage financial accounting system
<p>COM 430-11</p> <p>Services</p>	<p>Revision of Policy</p> <p>Revised to delete sponsored project restriction on the use of object/sub-object 7310 23. Revised to replace area with agency and to change CUFS to the Advantage financial accounting system</p>
<p>COM 430-25</p> <p>Other Capital</p>	<p>Revision of Policy</p> <p>Revised to add objects/sub-object code for Other Capital, 7890 99. Revised to change CUFS to the Advantage financial accounting system</p>
<p>COM 511</p> <p>Receipts and Itemization</p>	<p>Revision of Policy</p> <p>Revised to increase the threshold at which an original receipt is required for local transportation from \$25 to \$50. Revised to require an original receipt for parking only if the cost is \$25 or more</p>
<p>COM 512</p> <p>Transportation</p>	<p>Revision of Policy</p> <p>Revised to increase threshold at which a receipt is required for local (limousine, shuttle, and taxi service) transportation from \$25 to \$50</p>

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