

Effective: 7/1/2000

## **ASU** COM Manual Revision Notice

| Policy   | Summary of Changes  |
|--|---|
| <p><a href="#"><u>COM 204-01</u></a></p> <p>Additions/Changes/Deletions in Org Managers/Authorized Signers</p> | <p><b>Revision of Policy</b></p> <p>Revised to clarify where completed documents are to be sent for processing</p>  |
| <p><a href="#"><u>COM 204-02</u></a></p> <p>Additions/Changes/Deletions in Advantage User Ids</p>              | <p><b>Revision of Policy</b></p> <p>Revised to reflect change in cost of an AccessCard and to add information on how to obtain assistance with determining the type of user profile needed</p>  |
| <p><a href="#"><u>COM 308-01</u></a></p> <p>Overall Revenue Coding Structure</p>                               | <p><b>Revision of Policy</b></p> <p>Revised to show only the overall revenue coding structure and to provide a link to the Comptroller's Office Web site showing the information previously provided in COM 308-02 through 308-30</p>                           |
| <p>COM 308-02 to COM 308-30</p> <p>Revenue Coding</p>  | <p><b>Deletion of Policies</b></p> <p>Twenty-two policies relating to the listings and definitions of revenue codes have been deleted with this information now being available from the Comptroller's Office Web site (see COM 308-01)</p>                     |
| <p><a href="#"><u>COM 403</u></a></p> <p>Petty Cash Funds</p>  | <p><b>Revision of Policy</b></p> <p>Revised to require only approval of accounting manager or higher level position for petty cash funds in excess of \$1,000, to extend the time period for use of a petty cash fund, and to make other procedural changes</p> |
| <p><a href="#"><u>COM 407</u></a></p> <p>Internal Purchase Orders</p>  | <p><b>Revision of Policy</b></p> <p>Revised to change CUFS to Advantage</p>   |

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| <p><a href="#">COM 425-04</a></p> <p>Nonresident Alien<br/>Independent Contractors</p> | <p><b>Revision of Policy</b></p> <p>Revised to change CUFS to Advantage and to add telephone area codes</p>   |
| <p><a href="#">COM 430-01</a></p> <p>Overall Expenditure Coding<br/>Structure</p>      | <p><b>Revision of Policy</b></p> <p>Revised to show only the overall expenditure coding structure and to provide a link to the Comptroller's Office Web site showing the information previously in COM 430-02 through 430-27</p>  |
| <p>COM 430-02 to 430-27</p> <p>Expenditure Coding</p>                                  | <p><b>Deletion of Policies</b></p> <p>Twenty policies relating to listings and definitions of expenditure codes have been deleted with this information now being available from the Comptroller's Office Web site (see COM 430-01)</p>   |
| <p><a href="#">COM 506</a></p> <p>Foreign Travel</p>                                   | <p><b>Revision of Policy</b></p> <p>Revised to require that travelers going to sanctioned countries obtain a license from the U.S. Treasury Department, to specify that insurance coverage is only provided to university employees if State Risk Management purchases it separately, and to add telephone area codes</p> |
| <p><a href="#">COM 511</a></p> <p>Receipts and Itemization</p>                         | <p><b>Revision of Policy</b></p> <p>Revised to simplify the documents required for reimbursement of expenses relating to conference materials and registration</p>  |

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