
Effective: 7/1/2004

ASU COM Manual Revision Notice

Policy	Summary of Changes
COM 001 Introduction	Revision of Policy Revised to update the coordinator contact information
COM 101 Financial Services Mission and Organization	Revision of Policy Revised to delete Financial Systems and Technology as a Financial Services area
COM 105 Fiscal Year-End Closing	Revision of Policy Revised to raise the encumbered balance of prior year commitments from at least \$200 to at least \$500
COM 120 Sales Tax Exemption for Purchases	Revision of Policy Revised to increase the dollar references for capital equipment from \$2,000 to \$5,000
COM 125 Tax Assistance to ASU Departments	Revision of Policy Revised to update “Nonresident Alien Social Security Numbers” to “Nonresident Alien Taxpayer Identification Numbers”
COM 202 Establishment of Agency/Orgs	Revision of Policy Revised to update a cross-reference
COM 205-01 Audit Liaison	Revision of Policy Revised to update the language and a link
COM 211	Revision of Policy

Sponsored Project Agency/ Orgs	Revised to update a cross-reference
COM 403 Petty Cash Funds	Revision of Policy Revised to update a link
COM 420-02 Business Meals, Food, and Related Expenses	Revision of Policy Revised to update “Business Meals, Food, and Related Expenses form”; “Business Meals at the University Club form”; and “ASU/ Contractor Food Documentation form” to “Business Meals and Related Expenses Form”
COM 420-05 Employee Postgraduate Research Stipends/Grants	Revision of Policy Revised to update a cross-reference
COM 421-01 Guest Lecturers, Consultants, and Other Independent Contractors	Revision of Policy Revised to change the area to which departments should send ICC forms for entry into the VEN2 table
COM 421-04 Tax Reporting—IRS Form 1099	Revision of Policy Revised to update the “Type of Service and Code for Payments Requiring IRS Form 1099” table to include participant stipend payments and the related object code
COM 422-01 Student Financial Support	Revision of Policy Revised to update “Registrar’s database” to “University Registrar’s database”
COM 425-02 Immigration Status— Eligibility to Receive Payment	Revision of Policy Revised to update “Registrar’s database” to “University Registrar’s database”
COM 425-04 Nonresident Alien Independent Contractors	Revision of Policy Revised to update the title of a policy

<p>COM 425-05</p> <p>Student Financial Support Payments to Nonresident Aliens</p>	<p>Revision of Policy</p> <p>Revised to update “registrar” to “university registrar” and “Registrar’s database” to “University Registrar’s database”</p>
<p>COM 509</p> <p>Meals and Lodging</p>	<p>Revision of Policy</p> <p>Revised to update the name of a form</p>
<p>COM 512</p> <p>Transportation</p>	<p>Revision of Policy</p> <p>Revised to clarify the reimbursement parameters when two or more employees traveling on official university business are transported in the same private conveyance and to increase from \$10,000 to \$15,000 the group airline ticket dollar threshold on which Purchasing and Business Services is required to bid</p>

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