

**Effective:** 3/1/2000

## **ASU** COM Manual Revision Notice

Revised to change the title and to provide guidance on the expenditure of building renewal funds. Revision includes definition of terms from the *Arizona Board of Regents Policy Manual*, Chapter 7

Policy	Summary of Changes
<p><a href="#"><u>COM 001</u></a></p> <p>Introduction</p>	<p><b>Revision of Policy</b></p> <p>Revised to change the link to and telephone number for the COM manual coordinator and to add an area code</p>
<p><a href="#"><u>COM 101</u></a></p> <p>Comptroller's Office Mission and Organization</p>	<p><b>Revision of Policy</b></p> <p>Revised to expand and describe the seven areas of the Comptroller's Office organization, to change CUFS to Advantage, and to add an area code</p>
<p><a href="#"><u>COM 105</u></a></p> <p>Fiscal Year-End Closing</p>	<p><b>Revision of Policy</b></p> <p>Revised to add a telephone area code</p>
<p><a href="#"><u>COM 108</u></a></p> <p>Sales Tax</p>	<p><b>Revision of Policy</b></p> <p>Revised to change sales tax rates for university areas subject to sales tax</p>
<p><a href="#"><u>COM 114</u></a></p> <p>Advantage Access Security</p>	<p><b>Revision of Policy</b></p> <p>Revised to add a telephone area code</p>
<p><a href="#"><u>COM 116</u></a></p> <p>Expenditure of Building Renewal Funds</p>	<p><b>Revision of Policy</b></p> <p>Revised to change the title and to provide guidance on the expenditure of building renewal funds. Revision includes definition of terms from the <i>Arizona Board of Regents Policy Manual</i>, Chapter 7</p>
<p><a href="#"><u>COM 123</u></a></p>	<p><b>Revision of Policy</b></p>

Taxability of Employee Discounts	Revised to add a telephone area code
<u>COM 125</u> Tax Assistance to ASU Departments	<b>Revision of Policy</b> Revised to add a telephone area code
<u>COM 203</u> Org Manager Responsibilities	<b>Revision of Policy</b> Revised to change CUFS to Advantage and to add a telephone area code
<u>COM 204-02</u> Additions/Changes/Deletions in Advantage User Ids	<b>Revision of Policy</b> Revised to require those requesting a MGR2 or MGR3 profile to complete an Advantage Form A, to expand examples of scanning only profiles, and to add a telephone area code
<u>COM 305</u> Deposits at University Cashiering Services	<b>Revision of Policy</b> Revised to add a telephone area code
<u>COM 306</u> Accounts Receivable Billings	<b>Revision of Policy</b> Revised to expand the policy to explain collection procedures and to change to \$10 the minimum amount for which an accounts receivable statement is generated
<u>COM 403</u> Petty Cash Funds	<b>Revision of Policy</b> Revised to change a link to the RSP manual
<u>COM 420-04</u> Awards to Faculty and Staff, and Related Tax Status	<b>Revision of Policy</b> Revised to delete the name of a former Human Resources section
<u>COM 420-05</u> Employee Post-Graduate Research Stipends/Grants	<b>Revision of Policy</b> Revised to delete the name of a former Human Resources section and to add a telephone area code

<p><u><a href="#">COM 421-01</a></u></p> <p>Guest Lecturers, Consultants, and Other Independent Contractors</p>	<p><b>Revision of Policy</b></p> <p>Revised to delete the name of a former Human Resources section and to add a telephone area code</p>
<p><u><a href="#">COM 421-03</a></u></p> <p>Tax Reporting—IRS Form 1099</p>	<p><b>Revision of Policy</b></p> <p>Revised to add a telephone area code</p>
<p><u><a href="#">COM 422-01</a></u></p> <p>Student Financial Support</p>	<p><b>Revision of Policy</b></p> <p>Revised to add a telephone area code</p>
<p><u><a href="#">COM 425-01</a></u></p> <p><i>ASU Foreign Visitor Tax Guide</i></p>	<p><b>Revision of Policy</b></p> <p>Revised to add a telephone area code</p>
<p><u><a href="#">COM 425-02</a></u></p> <p>Immigration Status— Eligibility to Receive Payment</p>	<p><b>Revision of Policy</b></p> <p>Revised to add a telephone area code</p>
<p><u><a href="#">COM 425-03</a></u></p> <p>Nonresident Alien Social Security Numbers</p>	<p><b>Revision of Policy</b></p> <p>Revised to add a telephone area code</p>
<p><u><a href="#">COM 430-01</a></u></p> <p>Overall Expenditure Coding Structure</p>	<p><b>Revision of Policy</b></p> <p>Revised to add a new ERE object/sub-object code, 7200 03</p>
<p><u><a href="#">COM 511</a></u></p> <p>Receipts and Itemization</p>	<p><b>Revision of Policy</b></p> <p>Revised to add that airport storage or parking for privately owned motor vehicles is allowed only if cost is less than taxi fare to and from the airport, which is the State of Arizona travel regulation</p>
<p><u><a href="#">COM 512</a></u></p> <p>Transportation</p>	<p><b>Revision of Policy</b></p> <p>Revised to add that airport storage or parking for privately owned motor vehicles is allowed only if cost is less than taxi fare to and</p>

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