
Effective: 3/1/2002

ASU COM Manual Revision Notice

Policy	Summary of Changes
<p><u>COM 001</u></p> <p>Introduction</p>	<p>Revision of Policy</p> <p>Revised to update the phone number for manual coordinator</p>
<p><u>COM 101</u></p> <p>Comptroller's Office Mission and Organization</p>	<p>Revision of Policy</p> <p>Revised to update the title of the responsible authority within the Treasury Services area of the Comptroller's Office</p>
<p><u>COM 102-01</u></p> <p>Appropriation Budget Changes</p>	<p>Revision of Policy</p> <p>Revised to add the title of "vice provost" as an authority for approving budget changes and to update field names on the online Appropriation Input form</p>
<p><u>COM 105</u></p> <p>Fiscal Year-End Closing</p>	<p>Revision of Policy</p> <p>Revised to clarify the definition of prior year commitments and their budget treatment</p>
<p><u>COM 111</u></p> <p>Charges to State Operating Agency/Orgs</p>	<p>Revision of Policy</p> <p>Revised to add the title of "vice provost" as a concurring authority to disallow charging an acquisition to state operating agency/orgs</p>
<p><u>COM 112</u></p> <p>Accounting Questions and Assistance</p>	<p>Revision of Policy</p> <p>Revised to change the title of "vice president" to "vice provost"</p>
<p><u>COM 115</u></p> <p>Plant Fund Recoupment</p>	<p>Revision of Policy</p> <p>Revised to delete the requirement for provost/vice provost approval for plant project cost estimates</p>

<p><u>COM 120</u></p> <p>Sales Tax Exemption for Purchases</p>	<p>Revision of Policy</p> <p>Revised to update the <i>Arizona Revised Statutes</i> number and to change the dollar amount of items capitalized from \$1,000 to \$2,000</p>
<p><u>COM 125</u></p> <p>Tax Assistance to ASU Departments</p>	<p>Revision of Policy</p> <p>Revised to change the title of “tax manager” to “assistant comptroller for tax” as the position providing leadership for ASU tax-related matters</p>
<p><u>COM 202</u></p> <p>Establishment of Agency/Orgs</p>	<p>Revision of Policy</p> <p>Revised to add the title of “vice provost” as an authority for approving the New Account Application form and to delete instructions for completing the form, which are now available on the Comptroller’s Office forms Web page</p>
<p><u>COM 203</u></p> <p>Org Manager Responsibilities</p>	<p>Revision of Policy</p> <p>Revised to add the title of “vice provost” as an authority responsible for determining timely funding sources for agency/org deficits and to change the dollar amount of items capitalized from \$1,000 to \$2,000</p>
<p><u>COM 204-01</u></p> <p>Additions/Changes/Deletions in Org Managers/Authorized Signers</p>	<p>Revision of Policy</p> <p>Revised to change the title of the form for establishing a new agency/org to New Account Application form</p>
<p><u>COM 204-02</u></p> <p>Additions/Changes/Deletions in Advantage User IDs</p>	<p>Revision of Policy</p> <p>Revised to add the title of “vice provost” as an authority for approving a Request for Computer Access form</p>
<p><u>COM 205-01</u></p> <p>Audit Liaison</p>	<p>Revision of Policy</p> <p>Revised to add the title of “vice provost” as an authority responsible for audit liaison between the university and financially related organizations</p>
<p><u>COM 205-02</u></p>	<p>Revision of Policy</p>

Coordination of Audits by Taxing Authorities	Revised to add the title of “vice provost” as an authority responsible for providing coordinating assistance for tax audits
<u>COM 207</u> Closing of Agency/Orgs	Revision of Policy Revised to add the title of “vice provost” as an authority responsible for indicating a funding source if a deficit exists
<u>COM 213</u> Establishment of Resale Activities	Revision of Policy Revised to change the title of the form for establishing a new agency/org to New Account Application form
<u>COM 401-02</u> Provost/Vice Provost/Vice President Approvals	Revision of Policy Revised to delete the requirement for provost/vice provost approval for plant project cost estimates, to clarify approvals required for internet related services reimbursements and to provide a link to the Internet Services Reimbursement form on the Comptroller’s Office Forms Page
<u>COM 401-03</u> Prohibited Transactions	Revision of Policy Revised to add the title of “vice provost” as an authority for approving payment of fines and penalties and purchases from ASU individuals that are not competitively bid
<u>COM 403</u> Petty Cash Funds	Revision of Policy Revised to clarify definitions of temporary and permanent petty cash accounts
<u>COM 405-02</u> Capital Purchases Near Fiscal Year-End	Revision of Policy Revised to add the title of “vice provost” as an authority for approving capital purchases on state funds after April 15
<u>COM 420-01</u> Faculty and Staff Reimbursements	Revision of Policy Revised to add the title of “vice provost” as an authority for approving employee reimbursements on a payment voucher document
<u>COM 420-02</u>	Revision of Policy

Business Meals, Food, and Related Expenses	Revised to add the title of “vice provost” as an authority for approving business meals over \$200
<u>COM 420-03</u> Moving Expenses	Revision of Policy Revised to reflect the change in the federal deductible moving expense mileage reimbursement rate
<u>COM 420-05</u> Employee Postgraduate Research Stipends/Grants	Revision of Policy Revised to change the title of the contact person to “assistant comptroller for tax”
<u>COM 421-01</u> Guest Lecturers, Consultants, and Other Independent Contractors	Revision of Policy Revised to change the term “Request for Check” to “Payment Voucher”
<u>COM 421-02</u> Interviewees	Revision of Policy Revised to change the term “Payment Voucher (PV)” to “Quick Payment Voucher (PVQ)”
<u>COM 422-02</u> Student Reimbursements	Revision of Policy Revised to clarify approvals required for a student reimbursement
<u>COM 425-05</u> Student Financial Support Payments to Nonresident Aliens	Revision of Policy Revised to change the term “PV9” to “PV”
<u>COM 502</u> Travel Overview	Revision of Policy Revised to state that the source for the ASU Travel Policy is the State of Arizona Travel Regulations
<u>COM 504</u> In-State Travel	Revision of Policy Revised to clarify the approval process for in-state travel
<u>COM 505-01</u>	Revision of Policy

Out-of-State Travel Authorization	Revised to add the title of “vice provost” as an authorizing travel official
COM 509 Meals and Lodging	Revision of Policy Revised to add the title of “vice provost” as an authority for approving exceptions to maximums for meals and lodging
COM 516 Authorizing Travel Official	Revision of Policy Revised to add the title of “vice provost” as an authorizing travel official
COM 702 Scheduled Internal Audits	Revision of Policy Revised to add the title of “vice provost” as an authority to be notified about significant audit issues
COM 703 Ad Hoc, Special Purpose Audits and Reviews	Revision of Policy Revised to add the title of “vice provost” as a participant in correspondence and discussions of audits performed under the vice provost’s area

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