

Effective: 3/1/2004

ASU COM Manual Revision Notice

Policy	Summary of Changes
<p><u>COM 107</u></p> <p>Space Moving Costs</p>	<p>Revision of Policy</p> <p>Revised to update “Department of Facilities Planning and Management” to “Facilities Management”</p>
<p><u>COM 115</u></p> <p>Plant Fund Recoupment</p>	<p>Revision of Policy</p> <p>Revised to update “Department of Facilities Planning and Management (FPM)” to “Capital Programs Management Group (CPMG)”</p>
<p><u>COM 119</u></p> <p>Public Purpose Served</p>	<p>Revision of Policy</p> <p>Revised to clarify that the public purpose served must be university related</p>
<p><u>COM 121</u></p> <p>ASU Identification Numbers and Tax-Exempt Status</p>	<p>Revision of Policy</p> <p>Revised to identify and separate the Dun and Bradstreet DUNS number for the Office of Research and Sponsored Projects Administration from the general university number</p>
<p><u>COM 205-01</u></p> <p>Audit Liaison</p>	<p>Revision of Policy</p> <p>Revised to define the timeframe in which all ASU financially related organizations must complete and deliver their completed, audited financial statements to the ASU Financial Services Office</p>
<p><u>COM 206</u></p> <p>Administrative Services Charge</p>	<p>Revision of Policy</p> <p>Revised to stipulate that donations and contributions are assessed the administrative services charge as the funds are spent and that departments must provide additional funding to cover the administrative services charge on contributions and donations that prohibit it</p>

<p><u>COM 401-03</u></p> <p>Prohibited Transactions</p>	<p>Revision of Policy</p> <p>Revised to add that expenses paid on behalf of, or directly benefiting, an external organization, with no direct benefit to ASU, are prohibited and to delete the prohibition of the use of state or local agency/orgs for payment of parking charges incurred by ASU employees for on-campus parking</p>
<p><u>COM 403</u></p> <p>Petty Cash Funds</p>	<p>Revision of Policy</p> <p>Revised to update “Risk Management” to “Insurance Services”</p>
<p><u>COM 420-02</u></p> <p>Business Meals, Food, and Related Expenses</p>	<p>Revision of Policy</p> <p>Revised to permit the use of the ASU Purchasing Card for business meals, food, and related expenses and to require the Business Meals, Food, and Related Expenses form for all purchases, regardless of the dollar amount</p>
<p><u>COM 420-03</u></p> <p>Moving Expenses</p>	<p>Revision of Policy</p> <p>Revised to change the mileage reimbursement rate to the rate detailed in ASU’s Travel Advance & Reimbursements section of the Financial Services Travel Page</p>
<p><u>COM 425-02</u></p> <p>Immigration Status— Eligibility to Receive Payment</p>	<p>Revision of Policy</p> <p>Revised to update the countries with U.S. tax treaties and “Immigration and Naturalization Service (INS)” to “Bureau of Citizenship and Immigration Services (BCIS)” and to replace Form IAP-66 with Form DS-2019</p>
<p><u>COM 425-03</u></p> <p>Nonresident Alien Taxpayer Identification Numbers</p>	<p>Revision of Policy</p> <p>Revised to update the title and “Social Security” to “Taxpayer Identification” number</p>
<p><u>COM 425-04</u></p> <p>Nonresident Alien Independent Contractors</p>	<p>Revision of Policy</p> <p>Revised to update the language, information regarding individual taxpayer identification numbers, and “Immigration and Naturalization Service (INS)” to “Bureau of Citizenship and Immigration Services (BCIS)” and to replace Form IAP-66 with Form DS-2019</p>

<p><u>COM 425-06</u></p> <p>Payments to Postdoctoral Nonresident Aliens</p>	<p>Revision of Policy</p> <p>Revised to replace Form IAP-66 with Form DS-2019 and INS Form I-20 with SEVIS Form I-20 and to delete a reference to “INS” in the procedure</p>
<p><u>COM 506</u></p> <p>Foreign Travel</p>	<p>Revision of Policy</p> <p>Revised to update “State Risk Management” to “State of Arizona Department of Administration, Risk Management Section,” and “ASU Risk Management” to “ASU Insurance Services”</p>
<p><u>COM 511</u></p> <p>Receipts and Itemization</p>	<p>Revision of Policy</p> <p>Revised to update “Risk Management” to “Insurance Services”</p>
<p><u>COM 512</u></p> <p>Transportation</p>	<p>Revision of Policy</p> <p>Revised to update “State of Arizona Risk Management” to “Arizona Department of Administration, Risk Management Section,” and “ASU Risk Management” to “ASU Insurance Services”</p>
<p><u>COM 513</u></p> <p>Insurance Coverage While in Travel Status</p>	<p>Revision of Policy</p> <p>Revised to update two cross-references, the name of a manual, “Risk Management” to “Arizona Department of Administration, Risk Management Section,” and “ASU Risk Management” to “ASU Insurance Services”</p>

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