

Effective: 11/1/2003

ASU COM Manual Revision Notice

Policy	Summary of Changes
<p><u>COM 105</u></p> <p>Fiscal Year-End Closing</p>	<p>Revision of Policy</p> <p>Revised to change “ASU West Information Resources Technology (ASUWIRT)” to “ASU West Information Technology Service (ASUWIT)” and “ASU West Physical Plant (ASUWPPLANT)” to “ASU West Facilities Management (ASUWFACMAN)”</p>
<p><u>COM 203</u></p> <p>Org Manager Responsibilities</p>	<p>Revision of Policy</p> <p>Revised to increase to \$5,000 the limit that ensures a department or similar organizational unit proposing a capital acquisition screens for equipment availability within the department or unit</p>
<p><u>COM 301-02</u></p> <p>Deposits—ASU-Approved, Financially Related Organizations</p>	<p>Revision of Policy</p> <p>Revised to update “director of strategic planning and marketing” to “training and gift reporting analyst”</p>
<p><u>COM 307</u></p> <p>Departmental Cash and Check Receipting</p>	<p>Revision of Policy</p> <p>Revised to require employee written acknowledgement of the annual payment handling procedure review</p>
<p><u>COM 401-03</u></p> <p>Prohibited Transactions</p>	<p>Revision of Policy</p> <p>Revised to allow the purchase of graduation caps and gowns for individuals participating in university ceremonies at the specific request of the university and to update a link and a cross-reference</p>
<p><u>COM 420-01</u></p> <p>Faculty and Staff Reimbursements</p>	<p>Revision of Policy</p> <p>Revised to increase to \$1,000 the limit for employee reimbursements and to require the approval of Purchasing and Business Services and the respective dean, nonacademic director, or business manager reporting to one of these positions for</p>

	reimbursements that exceed \$1,000
<p><u>COM 420-02</u></p> <p>Business Meals, Food, and Related Expenses</p>	<p>Revision of Policy</p> <p>Revised to increase to \$100 the limit of business-related food and refreshment supplies expenses requiring the submission of the Business Meals, Food and Related Expenses form</p>
<p><u>COM 421-01</u></p> <p>Guest Lecturers, Consultants, and Other Independent Contractors</p>	<p>Revision of Policy</p> <p>Revised to update a link</p>
<p><u>COM 512</u></p> <p>Transportation</p>	<p>Revision of Policy</p> <p>Revised to update the information regarding the purchase of employee airline tickets, including the addition of the ASU Purchasing Card as a payment option</p>

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