
Effective: 11/1/2001

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 change “Office of Research and Creative Activities (ORCA)” to “Office for Research and Sponsored Projects Administration”</p>
<p><u>COM 102-01</u></p> <p>Appropriation Budget Changes</p>	<p>Revision of Policy</p> <p>Revised to change “Sponsored and Property Fiscal Management (SPFM)” to “Office for Research and Sponsored Projects Administration”</p>
<p><u>COM 102-02</u></p> <p>Internal Planning Budgets</p>	<p>Revision of Policy</p> <p>Revised to change “Sponsored and Property Fiscal Management (SPFM)” to “Office for Research and Sponsored Projects Administration”</p>
<p><u>COM 108</u></p> <p>Sales Tax</p>	<p>Revision of Policy</p> <p>Revised to reflect change in sales tax rates</p>
<p><u>COM 125</u></p> <p>Tax Assistance to ASU Departments</p>	<p>Revision of Policy</p> <p>Revised to update contact information in the Comptroller’s Office and to change the name of a policy in the summary list</p>
<p><u>COM 201</u></p> <p>Agency/Org and Coding Structures</p>	<p>Revision of Policy</p> <p>Revised to change “Office of Research and Creative Activities (ORCA)” to “Office for Research and Sponsored Projects Administration”</p>
<p><u>COM 202</u></p>	<p>Revision of Policy</p>

Establishment of Agency/Orgs	Revised to change “Office of Research and Creative Activities (ORCA)” to “Office for Research and Sponsored Projects Administration” and to update the name of a form
<u>COM 203</u> Org Manager Responsibilities	Revision of Policy Revised to change “Office of Research and Creative Activities (ORCA)” to “Office for Research and Sponsored Projects Administration” and to update a cross-reference
<u>COM 204-01</u> Additions/Changes/Deletions in Org Managers/Authorized Signers	Revision of Policy Revised to change “Office of Research and Creative Activities (ORCA)” to “Office for Research and Sponsored Projects Administration” and to update the name of a form
<u>COM 205-01</u> Audit Liaison	Revision of Policy Revised to change “Sponsored Property and Fiscal Management (SPFM)” to “Office for Research and Sponsored Projects Administration”
<u>COM 211</u> Sponsored Project Agency/Orgs	Revision of Policy Revised to change “Sponsored and Property Fiscal Management (SPFM)” to “Office for Research and Sponsored Projects Administration (ORSPA)” and to update a cross-reference
<u>COM 213</u> Establishment of Resale Activities	Revision of Policy Revised to expand the list of programs authorized for resale and to update the name of a form
<u>COM 301-01</u> Deposits—General Policy	Revision of Policy Revised to clarify processing of gifts to ASU through the ASU Development Office, now operated by the ASU Foundation, and to change “Office of Research and Creative Activities (ORCA)” to “Office for Research and Sponsored Projects Administration”
<u>COM 301-02</u> Deposits—ASU-Approved, Financially Related Organizations	Revision of Policy Revised to note that preapproval of gift solicitation material must be made by ASU Foundation’s director of stewardship and donor relations

<p><u>COM 301-03</u></p> <p>Deposits—Grant and Contract Funds</p>	<p>Revision of Policy</p> <p>Revised to change “Office of Sponsored and Property Fiscal Management (SPFM)” to “Office for Research and Sponsored Projects Administration”</p>
<p><u>COM 303</u></p> <p>Gift Deposits</p>	<p>Revision of Policy</p> <p>Revised to specify that gifts and related paperwork must be brought, not sent, to the ASU Foundation; to specify that the ASU Foundation’s director of stewardship and donor relations must preapprove all solicitation material for gifts; and to note street address and mailing address for the ASU Foundation</p>
<p><u>COM 304</u></p> <p>Gifts and Gratuities</p>	<p>Revision of Policy</p> <p>Revised to require ASU departments to notify the ASU Foundation of gifts made to ASU</p>
<p><u>COM 307</u></p> <p>Departmental Cash and Check Receipting</p>	<p>Revision of Policy</p> <p>Revised to clarify processing of gifts to ASU through the ASU Development Office, now operated by the ASU Foundation, and to change “Office of Research and Creative Activities (ORCA)” to “Office for Research and Sponsored Projects Administration”</p>
<p><u>COM 401-02</u></p> <p>Provost/Vice President/Vice Provost Approvals</p>	<p>Revision of Policy</p> <p>Revised to change the title; to change the nonmonetary award amount requiring provost/VP approval from \$50 to \$100, consistent with COM 420-04; and to add a vice provost as one who can approve an employee nonmonetary award exceeding \$100</p>
<p><u>COM 401-03</u></p> <p>Prohibited Transactions</p>	<p>Revision of Policy</p> <p>Revised to clarify prohibited transfers of gifts to ASU to an off-campus bank account or an organization financially related to ASU</p>
<p><u>COM 401-04</u></p> <p>ASU Foundation Transactions</p>	<p>Revision of Policy</p> <p>Revised to clarify the processing of expense reimbursements from the ASU Foundation, to specify that, for capital equipment purchased from an ASU Foundation account, a list is forwarded to Property Control, and to change “area/org” to “agency/org”</p>

<p><u>COM 403</u></p> <p>Petty Cash Funds</p>	<p>Revision of Policy</p> <p>Revised to change “Office of Research and Creative Activities (ORCA)” to “Office for Research and Sponsored Projects Administration” and to update the names of two departments</p>
<p><u>COM 407</u></p> <p>Internal Purchase Orders</p>	<p>Revision of Policy</p> <p>Revised to change “Sponsored and Property Fiscal Management (SPFM)” to “Office for Research and Sponsored Projects Administration”</p>
<p><u>COM 420–03</u></p> <p>Moving Expenses</p>	<p>Revision of Policy</p> <p>Revised to reflect change in federal deductible moving expense mileage reimbursement rate from 10 cents to 12 cents</p>
<p><u>COM 420–05</u></p> <p>Employee Postgraduate Research Stipends/Grants</p>	<p>Revision of Policy</p> <p>Revised to update contact information in the Comptroller’s Office</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 change the upper dollar limit that requires justification for the procurement of services from lecturers, consultants, and other independent contractors from \$25,000 to \$35,000, consistent with PUR 402-01; to delete one form formerly required for payment to nonresident alien independent contractors and add another; to amplify “guest lecturers” to include speakers; and to require receipts for meal expenses exceeding \$29.50 per day</p>
<p><u>COM 421–02</u></p> <p>Interviewees</p>	<p>Revision of Policy</p> <p>Revised to require receipts for meal expenses exceeding \$29.50 per day</p>
<p><u>COM 425–03</u></p> <p>Nonresident Alien Social Security Numbers</p>	<p>Revision of Policy</p> <p>Revised to reflect the IRS requirement of an individual taxpayer identification number for payments to nonresident aliens and to update the address of the Social Security Administration</p>
<p><u>COM 425–04</u></p>	<p>Revision of Policy</p>

<p>Nonresident Alien Independent Contractors</p>	<p>Revised to specify IRS forms required to process payments to nonresident aliens and to specify that both Form 8233 and W-8ECI require a social security number or an individual taxpayer identification number and to update a cross-reference</p>
<p>COM 425-06</p> <p>Payments to Postdoctoral Nonresident Aliens</p>	<p>Revision of Policy</p> <p>Revised to change the title</p>
<p>COM 502</p> <p>Travel Overview</p>	<p>Revision of Policy</p> <p>Revised to note that the Travel Authorization/Claim forms are now available on the Comptroller's Office Web site</p>
<p>COM 505-01</p> <p>Out-of-State Travel Authorization</p>	<p>Revision of Policy</p> <p>Revised to update the procedure for completing the Travel Authorization/Claim form for out-of-state travel, since the form is now available on the Comptroller's Office Web site</p>
<p>COM 505-02</p> <p>Out-of-State Travel Reimbursement</p>	<p>Revision of Policy</p> <p>Revised to update the procedure for completing the Travel Authorization/Claim form for out-of-state travel, since the form is now available on the Comptroller's Office Web site and to amplify "travel destination" under "Reimbursement for Meal Expenses"</p>
<p>COM 506</p> <p>Foreign Travel</p>	<p>Revision of Policy</p> <p>Revised to change "Office of Sponsored and Property Fiscal Management" and "Office of Research and Creative Activities" to "Office for Research and Sponsored Projects Administration (ORSPA)"</p>
<p>COM 508</p> <p>Travel Advances</p>	<p>Revision of Policy</p> <p>Revised to reorganize the policy and to update the procedure for obtaining travel advances, since the Travel Administration/Claim form is now available on the Comptroller's Office Web site</p>
<p>COM 509</p> <p>Meals and Lodging</p>	<p>Revision of Policy</p> <p>Revised to update the meals per diem default rate to \$29.50 per day and the default lodging rate to \$55 per day consistent with the State of Arizona travel policy, to change the Internet address for</p>

allowable lodging expenses for foreign travel, and to add a vice provost as one who can establish a maximum claim amount for out-of-state travel

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