
Effective: 11/1/2004

ASU COM Manual Revision Notice

Policy	Summary of Changes
<p>COM 101</p> <p>Financial Services Mission and Organization</p>	<p>Revision of Policy</p> <p>Revised to update the descriptions of Financial Services areas by moving financial aid accounting from Accounting Services to Treasury Services; to add sections for Plant Fund and Debt Services Accounting and Advantage Helpline and Training; and to delete from the Treasury Services section “debt financing analyses,” “plant fund and debt service accounts,” and that the area is under an associate director</p>
<p>COM 102-01</p> <p>Appropriation Budget Changes</p>	<p>Revision of Policy</p> <p>Revised to update the language, “ASU Main state agency/org to an ASU West state agency/org” to “Tempe campus state agency/org to a West campus state agency/org,” and “start date” to “modification date” in regards to processing transfers related to a personal services budget line; to state that a Journal Voucher (J1) may be used for transferring expenditures from one agency/org to another; and to delete “TEMP” and “PERM” from A1 document numbering, that the unit desiring an agency/org appropriation budget transfer must initiate it with the approval of the unit releasing the appropriation, and that university end-users or administrators should indicate in a memo or e-mail request whether a budget change should be classified as a temporary or permanent change to a unit’s budget</p>
<p>COM 105</p> <p>Fiscal Year-End Closing</p>	<p>Revision of Policy</p> <p>Revised to update “ASU West Information Technology Service” to “West campus Information Technology Service,” “ASU West Facilities Management” to “West campus Facilities Management,” the language, the “BP” transaction ID prefix to “PYC,” the stated means of delivering Advantage announcements from the bulletin board and newsletters to e-mail and to delete mention of manually generated appropriation increases with a prefix of “TEMP” and Payables and Reimbursements as the department that automatically reopens orders to external vendors and most interdepartmental purchase orders</p>

<p>COM 111</p> <p>Charges to State Operating Agency/Orgs</p>	<p>Revision of Policy</p> <p>Revised to update “ASU Main, ASU West, and ASU East” to “ASU at the Tempe, West, and East campuses”</p>
<p>COM 117</p> <p>Personal Use of University Resources</p>	<p>Revision of Policy</p> <p>Revised to add a cross-reference for more information on the boundaries of acceptable uses of ASU computing and communication resources</p>
<p>COM 119</p> <p>Public Purpose Served</p>	<p>Revision of Policy</p> <p>Revised to add Purchasing Card payments as disbursement transactions and an example of a Purchasing Card payment as a disbursement request showing inadequate documentation</p>
<p>COM 120</p> <p>Sales Tax Exemption for Certain University Purchases</p>	<p>Revision of Policy</p> <p>Revised to update the language and the title, to add a link to a form and information regarding a minimum capital threshold, to clarify the appropriate use of sub-object code 7325 91, and to allow purchase of non-capital items used for qualifying research and development to be tax exempt</p>
<p>COM 121</p> <p>ASU Identification Numbers and Tax-Exempt Status</p>	<p>Revision of Policy</p> <p>Revised to update “ASU West” to “West campus,” the language, and a link and to state that ASU identification numbers are used only for university business and that ASU responds to requests to provide IRS Form W-9 with a substitute W-9 document that can be found at the Financial Services Web site</p>
<p>COM 125</p> <p>Tax Assistance to ASU Departments</p>	<p>Revision of Policy</p> <p>Revised to update the language and a link, to add a link to COM 108, and to state that Tax Services is the Financial Services unit that assists ASU’s departments in complying with the tax regulations that affect university operations</p>
<p>COM 201</p> <p>Agency/Org and Coding Structures</p>	<p>Revision of Policy</p> <p>Revised to update “ASU Main” to “Tempe campus,” “ASU West” to “West campus,” and “ASU East” to “East campus”; to clarify that state capital outlay appropriations are funding sources in the</p>

	Plant Projects accounting area; and to add Technology and Research Initiative Funds to the university's accounting structure and 9 as a possible first digit of the org code for the General Local—Restricted ASU Main accounting area
COM 202 Establishment of Agency/Orgs	Revision of Policy Revised to update the language and a mail code, to add a fax number, and to delete an office location and the requirement that the New Account Application Form be typed
COM 203 Org Manager Responsibilities	Revision of Policy Revised to add internal control items
COM 206 Administrative Services Charge	Revision of Policy Revised to add Technology and Research Initiative Funds accounts as an area exempt from the charge and to delete Tech Shop repairs from the list of exemptions
COM 208 Plant Project and Debt Financing Fees	New Policy Added to assess plant project and debt financing fees for capital project fiscal services and debt issuance/ongoing debt administration services provided by Financial Services
COM 301-01 Deposits—General Policy	Revision of Policy Revised to update “ASU Main, ASU West, or ASU East Cashiering Services” to “Cashiering Services at the Tempe, West, or East campus” and “ASU Main Cashiering Services” to “Cashiering Services at the Tempe campus”
COM 306 Accounts Receivable Billings	Revision of Policy Revised to update the minimum A/R balance for statement production from “\$10” to “\$12.50” and the description of an ASU ID Number from “...the individual's social security number or the entity's assigned ID number” to “...the individual's ASU-assigned number (such as 993123456)”
COM 307 Departmental Cash and Check Receipting	Revision of Policy Revised to update “ASU Main, ASU West, or ASU East Cashiering Services” to “Cashiering Services at the Tempe, West,

	or East campus”
COM 401-02 Provost/Vice Provost/Vice President Approvals	Revision of Policy Revised to state that the Internet Services Reimbursement form is valid for only the year for which it has been approved
COM 401-03 Prohibited Transactions	Revision of Policy Revised to add information regarding prepayments and postage stamps
COM 420-02 Business Meals, Food, and Related Expenses	Revision of Policy Revised to add information regarding gratuity
COM 420-03 Moving Expenses	Revision of Policy Revised to update “West Business Services” to “West campus Business Services”
COM 502 Travel Overview	Revision of Policy Revised to update “ASU Main” to “Tempe campus” and “ASU West” to “West campus”
COM 504 In-State Travel	Revision of Policy Revised to update “ASU Main” to “Tempe campus”
COM 506 Foreign Travel	Revision of Policy Revised to update “ASU Main” to “Tempe campus” and “ASU West” to “West campus”
COM 508 Travel Advances	Revision of Policy Revised to update “ASU Main and ASU East” to “the Tempe and East campuses” and “ASU West” to “the West campus”
COM 509 Meals and Lodging	Revision of Policy Revised to update “Meals/Lodging Index” to “Per Diem Rates by

State” and to clarify that the amount to be reimbursed for meals is that which is spent on meals and other allowable incidental expenses up to the total per diem allowed and that per diem rates by state are available on the Travel Advances & Reimbursements Web site

[COM 512](#)

Transportation

Revision of Policy

Revised to update “ASU Main” to “Tempe campus”

[COM 702](#)

Scheduled Internal Audits

Revision of Policy

Revised to update “ASU West and ASU East#148; to “the West and East campuses”

[COM 703](#)

Ad Hoc, Special Purpose Audits and Reviews

Revision of Policy

Revised to update “ASU West” to “West campus”

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