
Effective: 10/1/1998

ASU COM Manual Revision Notice

Policy	Summary of Changes
<p><u>COM 102—01</u></p> <p>Appropriation Budget Changes</p>	<p>Revision of Existing Policy</p> <p>Revised to replace references to OSP with SPFM, to incorporate BOR policy 3-405, to correct references to sponsored project area/orgs with non-sponsored, and to require that appropriation budget changes be identified as permanent or temporary</p>
<p><u>COM 124</u></p> <p>Misuse of Public Monies</p>	<p>Addition of New Policy</p> <p>Publication of a new policy that lists acts specifically identified in the <i>Arizona Revised Statutes</i> as class 4 felonies</p>
<p><u>COM 211</u></p> <p>Sponsored Project Area/Orgs</p>	<p>Revision of Existing Policy</p> <p>Revised to replace references to OSP with SPFM and to specify that SPFM be contacted if a sponsored project area/org is required</p>
<p><u>COM 301—01</u></p> <p>Deposits—General Policy</p>	<p>Revision of Existing Policy</p> <p>Revised to increase the amount of cash and checks that can be held by a department from \$200 to \$500</p>
<p><u>COM 301—02</u></p> <p>Deposits—ASU-Approved, Financially Related Organizations</p>	<p>Revision of Existing Policy</p> <p>Revised to specify that solicitation material for gifts must be pre-approved by the Office of Development's director of donor relations, to state requirements for publicity for certain fund-raising events, to indicate procedures for checks received that are not payable to the ASU Foundation or other financially related organization, and to specify that all accounts with the title "Friends of" are reserved solely for the ASU Foundation</p>

<p><u>COM 301-03</u></p> <p>Deposits—Grant and Contract Funds</p>	<p>Addition of New Policy</p> <p>Publication of a new policy specifying how federal, state, and local government grant and contract funds are to be deposited</p>
<p><u>COM 307</u></p> <p>Departmental Cash and Check Receipting</p>	<p>Revision of Existing Policy</p> <p>Revised to change the title, to increase the amount of cash and checks that can be held by a department from \$200 to \$500, and to provide more detail for background, policy, and procedure</p>
<p><u>COM 402</u></p> <p>Inventory</p>	<p>Addition of New Policy</p> <p>Publication of a new policy that describes the requirements for recording inventory on the university's accounting system</p>
<p><u>COM 407</u></p> <p>Interdepartment Purchase Orders</p>	<p>Revision of Existing Policy</p> <p>Revised to change PO9 to PO, to replace references to OSP with SPFM, to add STUDENTREC as a vendor ID, and to replace references to Financial Accounting Support with Payables and Reimbursements</p>
<p><u>COM 420-02</u></p> <p>Business Meals, Food, and Related Expenses</p>	<p>Revision of Existing Policy</p> <p>Revised to change PO9 to PO, to clarify that meals costing \$40 do not need special approvals, and to replace references to Financial Accounting Support with Payables and Reimbursements</p>
<p><u>COM 420-03</u></p> <p>Moving Expenses</p>	<p>Revision of Existing Policy</p> <p>Revised to change the deductible mileage reimbursement rate to 10 cents per mile and the total mileage reimbursement rate to 32.5 cents per mile</p>
<p><u>COM 421-01</u></p> <p>Guest Lecturers, Consultants, and Other Independent</p>	<p>Revision of Existing Policy</p> <p>Revised to reflect the increase in the mileage reimbursement rate to 32.5 cents per mile and an increase in the meals and lodging limit</p>

Contractors	to \$134 per day
<p>COM 421-02</p> <p>Interviewees</p>	<p>Revision of Existing Policy</p> <p>Revised to change PV9 to PV, to reflect the increase in the mileage reimbursement rate to 32.5 cents per mile, to reflect the increase in the meals and lodging limit to \$134 per day, to indicate that receipts are required for in-town transportation in excess of \$25, and to indicate that an online PV document can be used for prepaid airline ticket payments made to the American Express Travel Agency</p>
<p>COM 430-01</p> <p>Overall Expenditure Coding Structure</p>	<p>Revision of Existing Policy</p> <p>Revised to add new expenditure object codes for Radiation Producing Equipment and Other Capital—External Contractors</p>
<p>COM 430-02</p> <p>Expenditure Coding Cross-References</p>	<p>Revision of Existing Policy</p> <p>Revised to add new expenditure object codes for Building Improvements/Renovation, Cabling/Port Charges, Radiation Producing Equipment, Design Services—Building Construction—External, New Construction Costs—External and to change amounts of money associated with object codes for switch equipment</p>
<p>COM 430-24</p> <p>Capital Equipment</p>	<p>Revision of Existing Policy</p> <p>Revised to add a new expenditure object code for Radiation Producing Equipment</p>
<p>COM 430-25</p> <p>Other Capital</p>	<p>Revision of Existing Policy</p> <p>Revised to modify the definition of three sub-object codes to exclude payments to external vendors</p>
<p>COM 430-27</p> <p>Other Capital—External Contractors</p>	<p>Addition of New Policy</p> <p>Publication of a new policy that describes sub-object codes to use when paying off-campus vendors for building improvements/</p>

	renovations, new construction costs, and planning/design management and references a construction insurance premium
<u>COM 505-01</u> Out-of-State Travel Authorization	Revision of Existing Policy Revised to correct the statutory reference, to indicate that the listing of ATOs is now located on the World Wide Web rather than in the CUFS accounting system, to delete special approvals previously required for travel while on sabbatical, and to change PV9 to PV
<u>COM 505-02</u> Out-of-State Travel Reimbursement	Revision of Existing Policy Revised to delete special approvals previously required for travel while on sabbatical
<u>COM 512</u> Transportation	Revision of Existing Policy Revised to reflect the increase in the mileage reimbursement rate to 32.5 cents per mile
<u>COM 516</u> Authorizing Travel Official	Revision of Existing Policy Revised to modify the procedures for adding/deleting a new ATO, to modify the annual ATO review process, and to identify a new form, the Authorizing Travel Official (ATO) Change Form
<u>COM 701</u> ASU Internal Audit and Management Services Mission	Revision of Existing Policy Revised to update the mission statement of the ASU Internal Audit and Management Services unit and to replace references to the vice president for Administrative Services with vice provost
<u>COM 702</u> Scheduled Internal Audits	Revision of Existing Policy Revised to modify the basis for selecting departments for audit, to revise the content of the introductory memorandum, to delete establishment of timing and identification of expected completion dates as a purpose of the entrance conference, to delete references to a management letter, and to replace references to the vice president for Administrative Services with vice provost

<p><u>COM 703</u></p> <p>Ad Hoc, Special Purpose Audits and Reviews</p>	<p>Revision of Existing Policy</p> <p>Revised to replace references to the vice president for Administrative Services with vice provost</p>
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