
Effective: 7/1/2006

FIN Manual Revision Notice^D

Policy	Summary of Changes
FIN 126 Private Use of University Facilities	Revision of Policy Revised to add a reference and link to the ASU Office of General Counsel for a facility use agreement form and to identify a revenue code for facility use revenues
FIN 203 Org Manager Responsibilities	Revision of Policy Revised to add a link and a cross-reference and to state that misspending donor- or sponsor-provided funds could be a violation of state statutes
FIN 206 Administrative Services Charge	Revision of Policy Revised to update the administrative services charge from 7.50 percent to 8.50 percent
FIN 209 Construction Projects from Bond Financing or Private Fundraising	Revision of Policy Revised to update the title and to add fundraising coordinator responsibilities and procedures for gift-funded capital projects, including the submission of a quarterly fundraising status report
FIN 214 Agency Accounts	Revision of Policy Revised to clarify that agency accounts that incur significant payroll-related expenses are subject to administrative service charges
FIN 215 Vice Presidential and College Area Responsibilities	New Policy New policy to describe the responsibilities of vice presidential and college areas with regard to agency/org deficits within their respective areas

<p>FIN 301-02</p> <p>Deposits—ASU-Approved, Financially Related Organizations</p>	<p>Revision of Policy</p> <p>Revised to clarify the use of funds in ASU-approved financially related organizations by ASU units for ASU contracts, purchases, and transactions</p>
<p>FIN 401-03</p> <p>Prohibited Transactions</p>	<p>Revision of Policy</p> <p>Revised to state that exceptions to the policy on the purchase of flowers require approval from a director in Financial Services</p>
<p>FIN 420-03</p> <p>Moving Expenses</p>	<p>Revision of Policy</p> <p>Revised to state that employees' household moving expenses and additional compensation payments made for nondeductible moving expenses are prohibited on state accounts and to provide additional procedural information for the moving expenses for university offices/labs</p>
<p>FIN 420-04</p> <p>Awards to Faculty and Staff, and Related Tax Status</p>	<p>Revision of Policy</p> <p>Revised to reclassify gift certificates and gift cards as monetary awards and to update tax-reporting information regarding monetary awards</p>
<p>FIN 420-06</p> <p>Phone Services</p>	<p>New Policy</p> <p>New policy to describe the university's policy on personal use of phone services</p>
<p>FIN 421-01</p> <p>Guest Lecturers, Consultants, and Other Independent Contractors</p>	<p>Revision of Policy</p> <p>Revised to update "Consultant/Independent Contractor Determination Checklist" to "Employee/Independent Contractor Determination Checklist," to state that the tax unit of Financial Services is available to assist departments in deciding whether a payee qualifies as an independent contractor, and to delete the \$100-per-calendar-year limitation as a criterion for use of the Alien Data Collection Form</p>
<p>FIN 421-02</p> <p>Interviewees</p>	<p>Revision of Policy</p> <p>Revised to state that interviewee expenses are prohibited on state accounts with the exception of agency/org FA1 1004, to add an</p>

internal link, and to correct the PVQ vendor code from INTVI to INTV1

[FIN 422-02](#)

Student Reimbursements

Revision of Policy

Revised to raise the dollar limit that may be reimbursed from \$500 to \$1,000

[FIN 509](#)

Meals and Lodging

Revision of Policy

Revised to clarify meal per-diem eligibility for breakfast when a continental breakfast is provided as part of the cost of traveling or the conference registration

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