
Effective: 3/1/2005

Note: The *Financial Services (Comptroller's Office) Policies and Procedures Manual* (COM) has been updated to the *Financial Services Policies and Procedures Manual* (FIN). The change in title and acronym has affected every FIN policy, generating a 3/1/2005 revised date for each.

FIN Manual Revision Notice

Policy	Summary of Changes
FIN 112 Accounting Questions and Assistance	Revision of Policy Revised to update “executive vice president for Administration and Finance” to “executive vice president and chief finance officer”
FIN 205-01 Audit Liaison	Revision of Policy Revised to update “executive vice president for Administration and Finance” to “executive vice president and chief finance officer” and “Office of the Executive Vice President for Administration and Finance” to “Office of the Executive Vice President and Chief Finance Officer”
FIN 213 Establishment of Resale Activities	Revision of Policy Revised to update “executive vice president for Administration and Finance” to “executive vice president and chief finance officer” and to add ASU PGM Driving Range and ASU Software Factory as authorized resale activities
FIN 214 Agency Accounts	New Policy Policy added to describe agency accounts
FIN 301-01 Deposits—General Policy	Revision of Policy Revised to update a reference and add a link
FIN 301-02	Revision of Policy

<p>Deposits—ASU-Approved, Financially Related Organizations</p>	<p>Revised to expand the purpose to include the expenditure of funds in ASU-approved financially related organizations, to update the language, to clarify that there may be no “Friends of” accounts at ASU or any other financially related organization and that proceeds from the sale of tangible personal property or subscriptions requiring the collection and payment of sales tax cannot be deposited with the ASU Foundation or any other financially related organization, and to add sections regarding excess property and the use of funds for ASU contracts, purchases, and transactions</p>
<p>FIN 303 Gift Deposits</p>	<p>Revision of Policy Revised to update an address</p>
<p>FIN 307 Departmental Cash and Check Receipting</p>	<p>Revision of Policy Revised to update item 2 in the “Checklist of Departmental Cash and Check Receipting Procedures” table to state that at the end of training employees acknowledge in writing that they have received complete training in all phases of the payment handling process</p>
<p>FIN 308–01 Overall Revenue Coding Structure</p>	<p>Revision of Policy Revised to update the “Grants and Contracts—Private” revenue source to “Grants and Contracts—Nongovernmental” and to add a revenue number for private gifts</p>
<p>FIN 403 Petty Cash Funds</p>	<p>Revision of Policy Revised to clarify that petty cash funds cannot be used to purchase business meals or food and related expenses paid from state agency/orgs and to refer readers to COM 420–02 for information regarding meals paid from local agency/orgs</p>
<p>FIN 407 Internal Purchase Orders</p>	<p>Revision of Policy Revised to update a link and “debit card” to “Purchasing Card”</p>
<p>FIN 420–02 Business Meals, Food, and Related Expenses</p>	<p>Revision of Policy Revised to update the language</p>
<p>FIN 420–04</p>	<p>Revision of Policy</p>

Awards to Faculty and Staff, and Related Tax Status	Revised to clarify that employee nonmonetary awards may be purchased by departments on nonsponsored/nonstate agency/orgs
<p>FIN 421-01</p> <p>Guest Lecturers, Consultants, and Other Independent Contractors</p>	<p>Revision of Policy</p> <p>Revised to update “Independent Contractor Certification form” to “Request for Taxpayer Identification & Certification form”</p>
<p>FIN 425-02</p> <p>Immigration Status— Eligibility to Receive Payment</p>	<p>Revision of Policy</p> <p>Revised to update “Independent Contractor Certification form” to “Request for Taxpayer Identification & Certification form”</p>
<p>FIN 425-04</p> <p>Nonresident Alien Independent Contractors</p>	<p>Revision of Policy</p> <p>Revised to update “Independent Contractor Certification form” to “Request for Taxpayer Identification & Certification form”</p>
<p>FIN 701</p> <p>ASU Internal Audit and Management Services Mission</p>	<p>Revision of Policy</p> <p>Revised to update “executive vice president for Administration and Finance” to “vice president for University Administration and general counsel” and “associate vice president for Administration and Finance” to “associate vice president for University Administration”</p>
<p>FIN 702</p> <p>Scheduled Internal Audits</p>	<p>Revision of Policy</p> <p>Revised to update “Executive Vice President for Administration and Finance” to “vice president for University Administration and general counsel” and “associate vice president for Administration and Finance” to “associate vice president for University Administration”</p>
<p>FIN 703</p> <p>Ad Hoc, Special Purpose Audits and Reviews</p>	<p>Revision of Policy</p> <p>Revised to update “executive vice president for Administration and Finance” to “vice president for University Administration and general counsel” and “associate vice president for Administration and Finance” to “associate vice president for University Administration”</p>

[FIN](#) manual | ASU policies and procedures [manuals](#) | [Search](#) manuals | FIN manual [contact](#) | Financial Services Web [site](#)

[Back to Top](#)