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**Effective: 3/1/2006**


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## FIN Manual Revision Notice

Policy	Summary of Changes
<a href="#">FIN 105</a> Fiscal Year-End Closing	<b>Revision of Policy</b> Revised to add Office Machine Rental and Repair as a vendor that receives interdepartmental purchase orders for prior year commitments
<a href="#">FIN 111</a> Charges to State Operating Agency/Orgs	<b>Revision of Policy</b> Revised to raise the principal allowable charges to state remodeling projects agency/orgs from \$25,000 to \$50,000
<a href="#">FIN 112</a> Accounting Questions and Assistance	<b>Revision of Policy</b> Revised to update “COM” to “FIN”
<a href="#">FIN 121</a> ASU Identification Numbers and Tax-Exempt Status	<b>Revision of Policy</b> Revised to state that departments are prohibited from applying for their own identification numbers
<a href="#">FIN 125</a> Tax Assistance to ASU Departments	<b>Revision of Policy</b> Revised to state that only individuals authorized by the executive vice president and chief finance officer may sign tax returns in the name of the university
<a href="#">FIN 126</a> Private Use of University Facilities	<b>Revision of Policy</b> Revised to include equipment as part of university facilities and to define the circumstances under which the associate vice president for finance and treasurer’s approval is required when university facilities are requested for private use

<p><a href="#">FIN 128</a></p> <p>Gifts in Kind</p>	<p><b>New Policy</b></p> <p>New policy to comply with federal tax regulations regarding non-cash donations and to properly acquire and record non-cash gifts and donations to the university</p>
<p><a href="#">FIN 208</a></p> <p>Plant Project and Debt Financing Fees</p>	<p><b>Revision of Policy</b></p> <p>Revised to update the management fee for plant fund expenditures</p>
<p><a href="#">FIN 301-01</a></p> <p>Deposits—General Policy</p>	<p><b>Revision of Policy</b></p> <p>Revised to add information regarding the receipt of credit card payments</p>
<p><a href="#">FIN 303</a></p> <p>Gift Deposits (Including Gift-in-Kind Donations)</p>	<p><b>Revision of Policy</b></p> <p>Revised to update the title, the purpose, and the language and to add a source, a cross-reference, and information regarding gift-in-kind donation and valuation</p>
<p><a href="#">FIN 305</a></p> <p>Deposits at University Cashiering Services</p>	<p><b>Revision of Policy</b></p> <p>Revised to add information regarding security compliance for credit card payments and new function codes for cash receipt coding</p>
<p><a href="#">FIN 306</a></p> <p>Accounts Receivable Billings</p>	<p><b>Revision of Policy</b></p> <p>Revised to add information regarding the monthly billing fee for departments</p>
<p><a href="#">FIN 307</a></p> <p>Departmental Cash and Check Receipting</p>	<p><b>Revision of Policy</b></p> <p>Revised to add security information regarding credit card payments received and that departments are to review operations to attempt to reduce the need for cash and currency transactions</p>
<p><a href="#">FIN 401-02</a></p> <p>Provost/Vice Provost/Vice President Approvals</p>	<p><b>Revision of Policy</b></p> <p>Revised to include warehouse memberships as items that require VP approval to purchase</p>
<p><a href="#">FIN 401-03</a></p>	<p><b>Revision of Policy</b></p>

Prohibited Transactions	Revised to add that the purchase, lease, rental, or use of 12- and 15-passenger vans is prohibited and that visitor parking fees are permitted for ASU employees who occasionally need to conduct ASU business at locations across campus or at another campus
<a href="#">FIN 420-01</a> Faculty and Staff Reimbursements	<b>Revision of Policy</b> Revised to add a cross-reference and information regarding warehouse club memberships purchased for departmental use
<a href="#">FIN 420-03</a> Moving Expenses	<b>Revision of Policy</b> Revised to add a link, moving expense reimbursement criteria, and a procedure for when an ASU-approved moving company cannot handle a move and to update a link and the procedures for Deductible Expense Reimbursement to the Employee and Nondeductible Expense Reimbursement to the Employee
<a href="#">FIN 512</a> Transportation	<b>Revision of Policy</b> Revised to add that the use of 12- and 15-passenger vans is prohibited and to clarify that the use of minivans, SUVs, and buses is still allowed
<a href="#">FIN 514</a> Registration Fees and Other Travel Expenses	<b>Revision of Policy</b> Revised to update baggage-handling gratuity guidelines and to state that tips in excess of the guidelines will be considered part of the traveler's meal and incidental expenses
<a href="#">FIN 701</a> ASU Internal Audit and Management Services Charter	<b>Revision of Policy</b> Revised to update the title and the purpose and to significantly expand the policy by replacing it with the charter text
<a href="#">FIN 702</a> Scheduled Internal Audits	<b>Revision of Policy</b> Revised to update the language and "associate vice president for University Administration" to "deputy vice president for University Administration," to add that the final report is also distributed to ASU senior administration and the Arizona Board of Regents Audit Committee, and to delete the references to the West and Polytechnic campuses in the table footnotes
<a href="#">FIN 703</a>	<b>Revision of Policy</b>

Ad Hoc, Special Purpose  
Audits and Reviews

Revised to update the language, “vice president for University Administration” to “vice president for University Administration and general counsel,” and “associate vice president for University Administration” to “deputy vice president for University Administration and to delete directors and chairs from the list of individuals who may request audits and reviews

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