

**Effective:** 3/1/2008

## **FIN Manual Revision Notice**D

Policy	Summary of Changes
<p><a href="#"><u>FIN 105</u></a></p> <p>Fiscal Year-End Closing</p>	<p><b>Revision of Policy</b></p> <p>Revised to specify “original” as type of receipt</p>
<p><a href="#"><u>FIN 126</u></a></p> <p>Private Use of University Facilities</p>	<p><b>Revision of Policy</b></p> <p>Revised to add a central recordkeeping requirement to the policy</p>
<p><a href="#"><u>FIN 205-01</u></a></p> <p>Audit Liaison</p>	<p><b>Revision of Policy</b></p> <p>Revised to add funding provider audits to the policy and procedures</p>
<p><a href="#"><u>FIN 208</u></a></p> <p>Plant Project and Debt Financing Fees</p>	<p><b>Revision of Policy</b></p> <p>Revised to add “annually” to the amount of fees assessed and three basis points additionally on outstanding debit issuances for bond issues when construction proceeds are still available during the fiscal year</p>
<p><a href="#"><u>FIN 214</u></a></p> <p>Agency Accounts</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that agency accounts are prohibited from using transfer in/out object codes because it signifies and internal transfer of university funds; and to specify that checks for payment or sponsorship to deposit to an agency account should be made payable to the title of the account or to the sponsoring organization for the account</p>

<p><a href="#"><u>FIN 216</u></a></p> <p>ASU Endowments</p>	<p><b>New Policy</b></p> <p>Describes ASU endowment accounts; defines three types of endowment funds; describes the management of the funds and annual income transferral</p>
<p><a href="#"><u>FIN 301-01</u></a></p> <p>Deposits—General Policy</p>	<p><b>Revision of Policy</b></p> <p>Revised to add that cash handling training is available online on the Financial Controls Web site; provides a link to that site; and states that such training must be completed within three months of hire date</p>
<p><a href="#"><u>FIN 307</u></a></p> <p>Departmental Cash and Check Receipting</p>	<p><b>Revision of Policy</b></p> <p>Revised to add that cash handling training is available online on the Financial Controls Web site; provides a link to that site; and states that such training must be completed within three months of hire date</p>
<p><a href="#"><u>FIN 401-01</u></a></p> <p>Disbursement Methods</p>	<p><b>Revision of Policy</b></p> <p>Revised to expand payment methods for various goods and services to include purchasing cards, Voyager cards, wire transfers, and checks</p>
<p><a href="#"><u>FIN 401-02</u></a></p> <p>Provost/Vice Provost/Vice President Approvals</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that payments for Internet-related services can be paid by p-card</p>
<p><a href="#"><u>FIN 401-03</u></a></p> <p>Prohibited Transactions</p>	<p><b>Revision of Policy</b></p> <p>Revised to require a purchase order for vendor invoices greater than \$5,000</p>
<p><a href="#"><u>FIN 403</u></a></p>	<p><b>Revision of Policy</b></p>

<p>Petty Cash Funds</p>	<p>Revised to specify “original” as type of receipt</p>
<p><a href="#"><u>FIN 420-02</u></a> Business Meals, Food, and Related Expenses</p>	<p><b>Revision of Policy</b> Revised to specify “original itemized” as type of receipt for meals and nonalcoholic beverages in excess of \$40 per person</p>
<p><a href="#"><u>FIN 421-01</u></a> Guest Lecturers, Consultants, and Other Independent Contractors</p>	<p><b>Revision of Policy</b> Revised to specify “original” as type of receipt</p>
<p><a href="#"><u>FIN 421-02</u></a> Interviewees</p>	<p><b>Revision of Policy</b> Revised to specify “original” as type of receipt</p>
<p><a href="#"><u>FIN 422-02</u></a> Student Reimbursements</p>	<p><b>Revision of Policy</b> Revised to specify “original” as type of receipt</p>
<p><a href="#"><u>FIN 502</u></a> Travel Overview</p>	<p><b>Revision of Policy</b> Revised the Purpose to state “Also, on an as-needed basis, to allow students to travel when specifically approved by the college or department”</p>
<p><a href="#"><u>FIN 504</u></a> In-State Travel</p>	<p><b>Revision of Policy</b> Revised the Purpose to state “Also, on an as-needed basis, to allow students to travel when specifically approved by the college or department” and to specify “original” as type of receipt</p>
<p><a href="#"><u>FIN 505-01</u></a> Out-of-State Travel Authorization</p>	<p><b>Revision of Policy</b> Revised the Purpose to state “Also, on an as-needed basis, to allow students to travel when specifically approved by the</p>

college or department”

[FIN 505-02](#)

Out-of-State Travel  
Reimbursement

**Revision of Policy**

Revised the Purpose to state “Also, on an as-needed basis, to allow students to travel when specifically approved by the college or department” and to specify “original” as type of receipt

[FIN 506](#)

Foreign Travel

**Revision of Policy**

Revised the Purpose to state “Also, on an as-needed basis, to allow students to travel when specifically approved by the college or department”

[FIN 507](#)

Non-Athletic Team/Group  
Travel

**Revision of Policy**

Revised to specify “original” as type of receipt

[FIN 509](#)

Meals and Lodging

**Revision of Policy**

Revised to add that meal expenses incurred when not in overnight travel status are considered additional compensation to the employee and will be reported on the employee’s IRS form W-2; and to specify “original” as type of receipt

[FIN 511](#)

Receipts and Itemization

**Revision of Policy**

Revised to specify “original” as type of receipt

[FIN 512](#)

Transportation

**Revision of Policy**

Revised to specify “original” as type of receipt

[FIN 514](#)

Registration Fees and Other

**Revision of Policy**

Revised to specify “original” as type of receipt

<p>Travel Expenses</p>	
<p><a href="#">FIN 701</a></p> <p>ASU University Audit and Advisory Services Charter</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify the mission, authority, and organization of University Audit and Advisory Services, its relationship with the Arizona Board of Regents (ABOR) Audit Committee, and its responsibilities</p>
<p><a href="#">FIN 702</a></p> <p>Scheduled Internal Audits</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify the basis for selection of departments for audit, the procedures followed, and to update the Schedule of Audit Participants</p>
<p><a href="#">FIN 703</a></p> <p>Ad Hoc, Special Purpose Audits and Reviews</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify the origination for ad hoc, special purpose audits and review, the procedures followed, and the final report distribution</p>

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