

Financial Services Manual (FIN)

Effective: 11/1/2011



FIN Manual Revision Notice__

Policy	Summary of Changes
FIN 105 Fiscal Year-End Closing	Revision of Policy Revised to change "Human Resources" to "Financial Services-Payroll Services"
FIN 123 Taxability of Employee Discounts	Revision of Policy Revised to change "Human Resources" to "Financial Services-Payroll Services"
FIN 203 Org Manager Responsibilities	Revision of Policy Revised to update contact information when requesting a copy of the ASU Foreign Visitor Tax Guide
FIN 307 Departmental Cash and Check Receipting	Revision of Policy Revised to update the new on-line cash handlers training link
FIN 401-03 Prohibited Transactions	Revision of Policy Revised to add alcohol on list of prohibited transactions
FIN 420-03 Moving Expenses	Revision of Policy Revised to update mileage reimbursement rates effective in 2011
FIN 420-04 Awards to Faculty and Staff, and Related Tax Status	Revision of Policy Revised to change "Human Resources" to "Financial Services-Payroll Services"
FIN 420-08 Out-of-State Employees Authorization and Related Costs	Revision of Policy Revised to change "Human Resources" to "Financial Services-Payroll Services"
FIN 421-01 Out-of-State Employees Authorization and Related Costs	Revision of Policy Revised to change "Human Resources" to "Financial Services-Payroll Services"
FIN 422-03 Postdoctoral Fellow Financial Support	Revision of Policy Revised to change "Human Resources" to "Financial Services-Payroll Services"
FIN 425-01 ASU Foreign Visitor Tax Guide	Revision of Policy Revised to update contact information when requesting a copy of the ASU Foreign Visitor Tax Guide
FIN 425-03 Nonresident Alien Taxpayer Identification Numbers	Revision of Policy Revised to update contact information when requesting a copy of the ASU Foreign Visitor Tax Guide
FIN 425-04 Nonresident Alien Independent Contractors & Other Foreign Entities	Revision of Policy Revised to update contact information when requesting a copy of the ASU Foreign Visitor Tax Guide
FIN 425-05 Student Financial Support Payments to Nonresident Aliens	Revision of Policy Revised to update contact information when requesting a copy of the ASU Foreign Visitor Tax Guide

■ Accessing the Manuals

- Academic Affairs
- Capital Programs Management Group
- Environmental Health & Safety
- Facilities Management
- Financial Services
- Department of Intercollegiate Athletics
- Property Control System
- Police Department
- Parking and Transit Services
- Purchasing and Business Services
- Research and Sponsored Projects
- Staff Personnel
- Student Services Manual

Index to Policy Titles

Submission Guidelines for Manual Revisions

Coding Template for Policies and Procedures Manuals

Contact Manual Coordinators

Accessing Archived Manual Revision Notices

Accessing Archived Manual Policies

FIN 425-06 Payments to Postdoctoral Nonresident Aliens	Revision of Policy Revised to update contact information when requesting a copy of the ASU Foreign Visitor Tax Guide
FIN 509 Meals and Lodging	Revision of Policy Revised to reference Financial Services website to Travel per diem rates
FIN 601 Student FICA Tax Exemption	Revision of Policy Revised to change "Human Resources" to "Financial Services-Payroll Services"
FIN 602 Wage/Salary Overpayment Responsibilities	Revision of Policy Revised to reflect the rights of ASU to capture employee overpayments from subsequent employee paychecks
FIN 603 Request for Off-Cycle Payroll Check	New Policy Created to establish guidelines when requesting off-cycle payroll checks (manual checks) for an ASU employee

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[Back to Top](#)

