
Effective: 11/1/2005

FIN Manual Revision Notice

Policy	Summary of Changes
FIN 003 Definitions	Revision of Policy Revised to update “Budget Planning and Management” to “Office of Planning and Budget”
FIN 102–01 Appropriation Budget Changes	Revision of Policy Revised to update “Budget Planning and Management” to “Office of Planning and Budget”
FIN 117 Personal Use of University Resources	Revision of Policy Revised to note that violation of the policy could result in the need for a police investigation
FIN 126 Private Use of University Facilities	New Policy New policy to ensure appropriate use of university facilities that may be tax-exempt financed
FIN 127 Naming Rights of University Buildings	New Policy New policy to manage the tax and financing implications associated with naming ASU buildings
FIN 203 Org Manager Responsibilities	Revision of Policy Revised to state that org managers must obtain fingerprint checks on finalists for each new position hire that will handle financial transactions as a job responsibility on an ongoing basis and that violation of policies and procedures could subject the violator and his or her supervisor to disciplinary action
FIN 206	Revision of Policy

Administrative Services Charge	Revised to add to the list of exemptions bus service payments for shuttles coded to Cost of Sales and to update “Student Health & Wellness Center” to “Campus Health Service”
FIN 213 Establishment of Resale Activities	Revision of Policy Revised to add to the list of authorized resale activities the Microelectronic Teaching Factory and to update “Student Health & Wellness Center” to “Campus Health Service”
FIN 214 Agency Accounts	Revision of Policy Revised to update the language and to state that agency accounts are established and maintained by Financial Services separate from university agency/orgs within its accounting system
FIN 301–02 Deposits—ASU-Approved, Financially Related Organizations	Revision of Policy Revised to update the language and to expand on seminar and conference revenue and direct costs related to event or activity revenue
FIN 303 Gift Deposits	Revision of Policy Revised to clarify the language concerning tax-exempt financed facilities
FIN 307 Departmental Cash and Check Receipting	Revision of Policy Revised to update the language, the name of a form, the hiring procedures for cash- and check-handling staff, “Student Health & Wellness Center” to “Campus Health Service,” and “East campus” to “Polytechnic campus” and to state that monies received should be deposited daily or at least by the next business day for weekend activity and that violation of policies and procedures could subject the violator and his or her supervisor to disciplinary action
FIN 401–02 Provost/Vice Provost/Vice President Approvals	Revision of Policy Revised to include a section on interdepartmental loans
FIN 401–03 Prohibited Transactions	Revision of Policy Revised to delete the section on Nonresident Alien Work Permits

<p>FIN 403</p> <p>Petty Cash Funds</p>	<p>Revision of Policy</p> <p>Revised to add a cross-reference and to update the language and the procedural information</p>
<p>FIN 420-01</p> <p>Faculty and Staff Reimbursements</p>	<p>Revision of Policy</p> <p>Revised to state that reimbursements for purchases of prepaid calling cards require special attention</p>
<p>FIN 420-07</p> <p>Prepaid Calling Cards</p>	<p>New Policy</p> <p>New policy to describe the university's policy on prepaid calling cards</p>
<p>FIN 421-01</p> <p>Guest Lecturers, Consultants, and Other Independent Contractors</p>	<p>Revision of Policy</p> <p>Revised to update the language, a link, the name of a form, the Background section, the Applicability section, and the information regarding independent contractors</p>
<p>FIN 421-04</p> <p>Tax Reporting—IRS Form 1099</p>	<p>Revision of Policy</p> <p>Revised to update the language, to add a link, to delete the Additional Information section, to state that departments must submit completed Request for Taxpayer Identification Number and Certification forms with the vendor entry documents for new vendors</p>
<p>FIN 425-02</p> <p>Immigration Status—Eligibility to Receive Payment</p>	<p>Revision of Policy</p> <p>Revised to update a source, the language, and “Bureau of Citizenship and Immigration (BCIS)” to “U.S. Citizenship and Immigration Services (USCIS)”; to clarify information regarding documentation and payment; and to delete the Applicability section</p>
<p>FIN 425-03</p> <p>Nonresident Alien Taxpayer Identification Numers</p>	<p>Revision of Policy</p> <p>Revised to update the language, to add a zip code to an address, the delete an address, and to clarify the information regarding taxpayer identification numbers for nonresident aliens receiving payment from ASU</p>
<p>FIN 425-04</p>	<p>Revision of Policy</p>

Nonresident Alien Independent Contractors	Revised to add a link, an outside URL, and a cross-reference and to update the language, the name of a form, procedural information, and “Bureau of Citizenship and Immigration (BCIS)” to “U.S. Citizenship and Immigration Services (USCIS)”
FIN 425–05 Student Financial Support Payments to Nonresident Aliens	Revision of Policy Revised to update a link
FIN 502 Travel Overview	Revision of Policy Revised to add a source and Internal Revenue Service provision
FIN 509 Meals and Lodging	Revision of Policy Revised to update the information regarding meal allowance eligibility
FIN 704 Misuse of University Assets	Revision of Policy Revised to update the title, the language, and a link and to delete a link
FIN 111, 201, 301–01, 508, 702, and 703	Revision of Policies Revised to update “East campus” to “Polytechnic campus”

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[Back to Top](#)