
Effective: 7/1/2005

ASU FIN Manual Revision Notice

Policy	Summary of Changes
FIN 003 Definitions	Revision of Policy Revised to add a definition for “Desk Manual”
FIN 307 Departmental Cash and Check Receipting	Revision of Policy Revised to update and expand the policy and to state that the chief business or financial person of each department and college or vice presidential division is required to annually submit by September 1 an attestation that adequate internal controls are in place and functioning, that all cash-handling personnel have received adequate training, and that each department has a current desk manual
FIN 421-01 Guest Lecturers, Consultants, and Other Independent Contractors	Revision of Policy Revised to clarify that a substitute W-9 is used for contractors receiving payments greater than \$100 per calendar year
FIN 509 Meals and Lodging	Revision of Policy Revised to update the per diem rate maximum for in-state lodging from \$55 to \$60
FIN 702 Scheduled Internal Audits	Revision of Policy Revised to add the executive vice president and chief finance officer to the Schedule of Audit Participants
FIN 703 Ad Hoc, Special Purpose Audits and Reviews	Revision of Policy Revised to update “vice provost” to “vice president” and to add that assistance requests from ASU at the Downtown Phoenix, East, and West campuses are initiated through the appropriate

campus' administrative services officer

[FIN 704](#)

Misappropriation of
University Assets

Revision of Policy

Revised to refer the reader to the *Academic Affairs Policies and Procedures Manual*—ACD 123, “Misuse of University Assets”

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

[Back to Top](#)