



Center for Nonprofit Leadership and Management

Operating Policies and Procedures FY 2004/2005

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1. Keys

New employees shall complete an ASU Key Action form (instructions for filling out the form are located in the Key Log). Keys will be authorized for building access and individual office entrances. Lost or stolen keys should be reported immediately to the employee's supervisor and ASU's Department of Public Safety. Cost for replacing lost keys shall be the responsibility of the employee. Upon termination, employees are required to return keys to their supervisor. The keys are then transferred on to the new employee and a new key action form is completed. If the keys will no longer be needed the keys are returned to DPS. The key inventory for the Center for Nonprofit Leadership and Management's Office is updated by the Administrative Associate, Christina Ryan.

2. Absence Reports

As outlined in ASU's Semi-Monthly Payroll Schedule, CNLM employees are required to submit vacation and sick time used on a per-pay-period basis. Employees are to complete and sign the CNLM Leave Request Form, and submit it to the CNLM Business Manager.

Leave request information is requested from all employees on a semi-monthly basis. The CNLM Business Manager enters leave time for all CNLM employees via the ASU Web Absence Reporting process by the due dates listed. Copies of the ASU Web Absence Report and the signed CNLM Leave Request Forms are kept on file in the Business Manager's office, and used to verify data input accuracy with the following pay period report. *For additional university policy information, please refer to SPP 700.*

The Center for Nonprofit Leadership and Management requires that any staff overtime or compensatory time be pre-approved by the employee's supervisor and the CNLM Director.


2. Travel Expenses

All requests for travel funding must be approved by the employee's supervisor and the Director. ASU's Travel Authorization form should be completed, approved and submitted as early as possible to allow funds to be encumbered. As outlined in ASU's travel policies, employees are required to submit their claim form including supporting documentation and receipts within seven days after the return of their trip.

Employees are responsible for making their own travel arrangements and completing the necessary paperwork. Copies of the approved Travel Authorization and the Travel Claim are provided to the CNLM Business Manager, and kept on file with the Business Manager for Advantage reconciliation.

Employees must obtain prior approval for out-of state travel from the appropriate Authorizing Travel Official. A list of ATO's for the Center for Nonprofit Leadership and Management are available on the ASU Purchasing Web page. All ATO's for CNLM are reviewed and updated

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annually by the Business Manager and approved by the Director. Any changes must also be approved by the Director of the Center for Nonprofit Leadership and Management and the Dean of the College of Public Programs. All In-State mileage reimbursement requests must be turned in within two weeks of travel. *For additional university policy information, please refer to COM 500.*

3. Personnel Files

Employee personnel records are located in a locked file cabinet in the Business Manager's Office. Personnel files are accessible to the employee, employee's supervisor and the Director.

All employees are to receive an annual evaluation by their supervisor. Employees will be given a copy of their evaluation. Additional copies are sent to the Director of the Center for Nonprofit Leadership and Management and the Dean of the College of Public Programs. The originals are forwarded to ASU's Human Resources. One copy is to remain in the employee's official departmental personnel file. *For additional university policy information, please refer to SPP 1100.*

4. Non-Personnel Expenditures

CNLM employees may purchase supplies up to \$50 and be reimbursed by submitting the original receipt to the Business Manager. Expenditures over \$50 must be pre-approved by the employee's supervisor. The receipt must include only reimbursable university expenses. Personal expenses should not be included on a receipt with university expenses.

Receipts up to \$50 will be reimbursed via the university's Advantage PV process. Typically, this requires 10-14 days for processing.

The CNLM Administrative Associate is authorized to order supplies for the office. Upon delivery of materials and supplies to the CNLM office, the Administrative Associate will confirm that the supplies delivered match the specifications on the packing slip and purchase order. Once verified, the Administrative Associate will submit the paperwork to the Business Manager.

Purchases over \$50 should be made in consultation with the Business Manager regarding the most efficient purchasing method and recommended vendors. After items have been procured, all paperwork (packing slip, original invoice, etc.) related to the purchase should be given to the Business Manager for processing and Advantage reconciliation. Any University purchases should not be processed on the same receipt as personal purchases.

Whenever possible, CNLM employees should utilize the purchasing cards issued by ASU to make necessary purchases. The original receipts for any items purchased using the ASU purchase card must be submitted to the Business Manager, who will use them to verify the accuracy of the charges on the purchase card statement.

The Business Manager will retain copies of all paperwork associated with CNLM purchases. These purchasing records will be stored in the Business Manager's Office.

5. Presenter/Speaker Compensation

Compensation for presenters and speakers are based upon rates established by the Center for Nonprofit Leadership and Management Director. Compensation is mutually agreed upon in advance by CNLM and the presenter, and is documented in the ASU Departmental Professional Services Order.

All non-university presenters and speakers are required to comply with the ASU policies regarding Independent Contractors. If an individual payee is not an independent contractor, payment must be made through the university payroll system. ASU's Human Resources should be consulted to assist CNLM in deciding whether a payee qualifies as an independent contractor. *For additional university policy information, please refer to COM 421-01.*

6. Processing of Registration Checks

All checks received by the Center for Nonprofit Leadership and Management Registrar are held in a locked box located in a locked file cabinet in the Business Manager's office. All checks are to be deposited within 48 hours into the appropriate university account. Checks are endorsed with the endorsement stamp provided by ASU's cashiering services. A copy of the check deposited and the deposit document will be kept on file by the Business Manager. *For additional university policy information, please refer to COM 301 and COM 307.*

Any funds designated for the ASU Foundation are processed in accordance with the Foundation Guidelines by College of Public Programs Development personnel.

7. Payroll Check Distribution

Sealed pay checks/stubs are received the day before payday in campus mail. They are to be put in the individual employee's mail slot. Pay checks/stubs for terminated employees are forwarded to their permanent address as shown in the ASU Human Resource Management System (HRMS).

8. Account Reconciliation

Charges direct-billed to university accounts are reviewed monthly during the Advantage reconciliation process. Long distance telephone expenses are reviewed for reasonableness. Long distance charges are acceptable for university business only. *For additional university policy information, please refer to COM 210.*

All university expenses are reviewed monthly by the Business Manager and the Director during the monthly Advantage reconciliation process.

9. Maintenance & Repair of Computers

Requests for computer equipment service and/or maintenance are directed to Kathy Campbell via email at Kathy.campbell@asu.edu or via phone at 480-965-2185.

10. Temporary Off-Campus Loan of ASU Equipment

Staff in the Center for Nonprofit Leadership and Management may request permission to use university equipment at home, or at a remote work location, in support of their ASU responsibilities. Employees should complete the Temporary Off-Campus Loan of Equipment Form and obtain the necessary approvals before equipment can be removed from campus. A copy of the form should be forwarded to ASU's Property Control Office as well as kept on record with the CNLM Business Manager.

All loans are temporary (maximum of two years) and must adhere to university policies found in *PCS 505: Off-Campus Use of Equipment* and *COM 117: Personal Use of University Resources*.

12. SECURITY

CNLM Personnel are required to make sure that all doors and windows are locked at the end of each day.

13. CONFIDENTIALITY

All employee/student information is to be kept confidential unless given specific permission by the employee/student to release this information.

14. ASU Policy Manuals

CNLM employees are advised to consult the ASU policy and procedure manuals that are available on-line to ensure that they are in compliance with the most up-to-date university policies. The website addresses for these university policy manuals are as follows:

ASU Policy Manual Index <http://www.asu.edu/aad/manuals/index.html>

Financial Services, Comptroller's Office (COM) <http://www.asu.edu/aad/manuals/com/index.html>

Staff Personnel (SPP) <http://www.asu.edu/aad/manuals/spp/index.html>

Property Control System (PCS) <http://www.asu.edu/aad/manuals/pcs/index.html>

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