Resources:

The following links are a starting point for applicable policies and procedures; this list is not meant to be fully inclusive. Further review of the various policy and procedure manuals may be warranted when completing this certification or if questions arise in regular departmental operations.

ABOR Policy Manual
ABOR 5-301 through 5-308 - Code of Conduct
ABOR 6-711 - Internal Control Responsibilities
ABOR 6-908 - Intellectual Property Policy
ABOR 6-914 - Protection of Employees from Reprisal for Whistleblowing

ACD Manual
ACD 123 - Misuse of University Assets
ACD 125 - Computer, Internet and Electronic Communications
ACD 126 - Reference Check and Background Verification
ACD 204-01 - Faculty Code of Ethics
ACD 204-02 - Standards of Professional Conduct for Faculty Members and Academic Professionals
ACD 204-08 - Conflict of Interest
ACD 510-01 - Notification of Consulting or Other Remunerative Arrangements for Faculty and Academic Professionals

FIN Manual
FIN 103 - Departmental Record Keeping
FIN 117 - Personal Use of University Resources
FIN 119 - Public Purpose Served
FIN 124 - Misuse of Public Monies
FIN 128 - Gifts in Kind
FIN 129 - Ensuring Financial Integrity
FIN 203 - Org Manager Responsibilities
FIN 204-01 - Additions/Changes/Deletions in Org Managers/Authorized Signers
FIN 204-02 - Additions/Changes/Deletions in Advantage User IDs
FIN 210 - Business Manager Responsibilities
FIN 213 - Establishment of Resale Activities to the General Public
FIN 301-01 - Deposits-General Policy
FIN 301-02 - Deposits-ASU Approved, Financially Related Organizations
FIN 301-03 - Deposits-Grant and Contract Funds
FIN 303 - Gift Deposits (Including Gift-In-Kind Donations) and Special Event Receipts With a Gift Component
FIN 305 - Deposits at University cashiering Services
FIN 401-03 - Prohibited Transactions
FIN 402 - Inventory
FIN 403 - Petty Cash Funds
FIN 421-01 - Guest Lecturers, Consultants, and Other Independent Contractors
FIN 501 - ASU Travel Policy (Also all corresponding travel policies through FIN 516)
PCS Manual
PCS 902 - Personal Use of University Equipment

PUR Manual
PUR 102 - Code of Ethics
PUR 104 - Gifts and Gratuities
PUR 106 - Intent to Procure
PUR 108 - Anti-Kickback Guidelines
PUR 201-02 - Authority for Procurement
PUR 202 - Contract Signature Authority
PUR 207 - Records Retention
PUR 602-07 - Sales and Use Tax

RSP Manual
RSP 103 - Principal Investigator Responsibilities (contains links to many relevant RSP policies)
RSP 107 - Lead Unit Identification and Responsibilities
RSP 206 - Objectivity in Research - Disclosure of Financial Interests and Management of Conflicts of Interest
RSP 210 - Misconduct in Research
RSP 503-02 - Sponsored Project Cash Advances
RSP 503-05 - Subcontracts/Subaward Agreements

SPP Manual
SPP 201-01 - Recruitment/Employment
SPP 210 - Consultants/Independent Contractors
SPP 309-01 - Classified Staff Performance Evaluation
SPP 309-02 - Administrative/Service Professional Employee Performance Evaluation
SPP 312 - Employment outside ASU
SPP 403-08 - Salary Adjustments
SPP 405-02 - Overpayment
SPP 405-03 - Payroll Time Reporting
SPP 801 - Employee Conduct and Work Rules
SPP 809 - Discipline
SPP 813 - Code of Conduct for Business Activities
SPP 1101 - Personnel Records

Other Resources
ASU Internal Service Centers Policy
Best Practices (includes Phone Services, p-cards, Voyager cards and Payroll Reconciliations)
OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations
Protection of ASU Mobile Devices and Computing Resources: getprotected.asu.edu