303 Environmental Health and Safety
   • 303.1 Office of Occupational Safety and Health Introduction
   • 303.2 OSHA Regulations
   • 303.3 Safety Committees
   • 303.4 Personal Protective Equipment
   • 303.5 Accident Reports
   • 303.6 Safety Hazards
   • 303.7 Hazardous Communication Program
   • 303.8 Exposure Control Plan for Bloodborne Pathogens
   • 303.9 Chemical Hygiene Plan
   • 303.10 Open Flame Policy
   • 303.11 Fall Protection Plan
   • 303.12 Respiratory Protection Program
   • 303.13 15-Seat Vans
   • 303.14 Lockout/Tagout Procedures
   • 303.15 Pre-Purchase Review of Products
   • 303.16 Hazardous Chemical Spill Response
   • 303.17 Automated External Defibrillator Protocol
   • 303.18 Safety Inspections
   • 303.19 Fire Prevention and Emergency Action
   • 303.20 Industrial Hygiene Assistance Request Form
   • 303.21 Emergency Telephone Numbers
   • 303.22 Radiation Safety Manual
   • 303.23 Confined Space Program
   • 303.24 Animals On Campus
   • 303.25 Tobacco and Related Product Restrictions on University Property

304 Parking and Traffic
   • 304.1 Rules and Regulations

400 Students
   • 401 Student Conduct
     • 401.1 Code of Student Conduct
     • 401.2 Harassment and Discrimination
     • 401.3 Student Abuse of Alcohol and Other Drugs
   • 402 Student Organizations
     • 402.1 Student Organization Judicial Review/Discipline Process
     • 402.2 Student Organization Web Sites
     • 402.3 Recognized Student Organization Food Sales
   • 403 Student Health
     • 403.1 Administrative Health Officer
     • 403.2 Rendering Assistance to Students Who Have Attempted Suicide or Who Exhibit Other Life-Threatening Behaviors
     • 403.3 Medical Withdrawals
     • 403.4 Student Death Policy
     • 403.5 Awarding Degrees Posthumously
   • 404 Housing
     • 404.1 Right of Entry/Search and Seizure
   • 405 Miscellaneous Student Policies
     • 405.1 Tunnel Painting

500 Business Operations
   • 501 Accounting
     • 501.1 Budget Administration
     • 501.2 Non-Appropriated Budgets
     • 501.3 Account Numbers
     • 501.4 Accounting Terminology
     • 501.5 Funds Verification and Encumbrance Control
     • 501.6 Budget and Expenditure Reports
     • 501.7 Intracampus Billing
     • 501.8 Departmental Bookkeeping
     • 501.9 Contractual Obligations of University Services
     • 501.10 Collection and Write-Off of University Accounts Receivable
     • 501.11 Disbursements
     • 501.12 Direct Payments Policy
     • 501.13 Purchases Through Petty Disbursing Funds
     • 501.14 Backup Withholding Requirements Policy
- 501.15 Fund/Organization (ORG) Administration
- 501.16 New Vendor Set Up for Banner Finance
- 501.17 Journal Entry Guidelines
- 501.18 Basic Spending Guidelines by Fund Source
- 501.19 Fixed Asset System
- 501.20 Taxation of Gifts
- 501.21 International and Domestic Wire Transfer
- 501.22 Honorariums

- **502 Bookstore**
  - 502.1 Textbook Department
  - 502.2 Merchandise Department
  - 502.3 Paperback Department
  - 502.4 Sporting Goods Department
  - 502.5 Returned Checks
  - 502.6 Desk Copies
  - 502.7 Textbook Rental Policy
  - 502.8 Departmental Charges

- **503 Cashier**
  - 503.1 State Policies Regarding the Receipt of Funds
  - 503.2 Receipting and Depositing Funds
  - 503.3 Collection of Cash Outside University Cashier's Office
  - 503.4 Storage and Safeguarding of Funds
  - 503.5 Imprest Change Funds
  - 503.6 Collection of Accounts Receivable
  - 503.7 Collection of Checks Returned for Insufficient Funds
  - 503.8 Payment Card Services Policy

- **504 Central Warehouse**
  - 504.1 Warehouse Stock Items
  - 504.2 Central Receiving
  - 504.3 Central Shipping
  - 504.4 Purchasing Items from the Central Warehouse

- **505 Food Services**
  - 505.1 APPCARDS

- **506 Payroll**
  - 506.1 ASU Payroll Policies
  - 506.2 Manual Check Policy
  - 506.3 ME MN Banner Time Sheet Instructions
  - 506.4 Semi Monthly Payroll Instructions
  - 506.5 Payroll Direct Deposit
  - 506.6 Leave Payout Procedure
  - 506.7 Instructions for Payroll Time Entry Security Requests

- **507 Facilities and Property Management**
  - 507.1 Association with other University Departments
  - 507.2 Funding and Types of Services
  - 507.3 Services Provided by the Physical Plant
  - 507.4 Requests for Physical Plant Services
  - 507.5 Emergency Maintenance and Repair Service
  - 507.6 Renovations and Alterations
  - 507.7 Key and Lock Security
  - 507.8 Heating and Cooling/Environmental Control
  - 507.9 Buildings and Grounds Regulations
  - 507.10 University Motor Vehicles
  - 507.11 Recycling Program
  - 507.12 Surplus Property
  - 507.13 Borrowing Computer Equipment
  - 507.14 University Space Management
  - 507.15 Campus Wayfinding and Signage

- **508 Post Office**
  - 508.1 University Postal Service
  - 508.2 Campus Mail Service
  - 508.3 U.S. Federal Postal Contract Station
  - 508.4 Addressing Outgoing Mail
  - 508.5 United States Mail Rate Classifications
  - 508.6 Quantity Mailing
508.7 Preparing Outgoing Mail
508.8 Processing Bulk Mail

509 Purchasing
509.1 Purchasing Office
509.2 Purchase Authorizations
509.3 Solicitation by Salesmen
509.4 Product and Service Demonstrations by Vendors
509.5 State Purchase Contracts
509.6 Solicitation of Bids and Quotations
509.7 Single Source Purchases
509.8 Purchases from Commercial Vendors
509.9 Changes to Purchase Orders
509.10 Correspondence with Vendors
509.11 Return of Merchandise to Vendors
509.12 Purchases from University Facilities
509.13 Emergency Purchases
509.14 Blanket Purchase Orders
509.15 Rental and Lease of Equipment
509.16 Purchase and Rental of Office Machines
509.17 Service Contracts/Maintenance Agreements
509.18 Purchase or Rental of EDP and Computer Related Equipment
509.19 Excise and Sales Tax
509.20 Personal and Professional Service Contracts
509.21 Indefinite Quantity Contracts
509.22 Small Purchases
509.23 Procurement Card Program
509.24 Pre-Payments
509.25 Payments to Students

510 Travel, Transportation, and Expense Reimbursements
510.1 Travel and Expense Reimbursement Policy
510.2 Accountable Plan Defined
510.3 Blanket Travel Authorizations
510.4 Third Party Lodging Policy
510.5 Travel Warning Policy

511 Printing and Publications
511.1 Printing Responsibilities
511.2 Printing Services and Charges
511.3 Graphic Identity Program

600 Human Resources
601 Hiring and Separation

601.1 SHRA Employee Hiring
601.2 SHRA Employee Merit-Based Recruitment and Selection Plan
601.3 SHRA Employee Requesting Position Actions
601.4 SHRA Employee Separation from Service
601.5 SHRA Employee Terminating Employment
601.6 SHRA Grievance and Appeal
601.7 SHRA Employee Reduction-in-Force
601.8 EHRA Employees
601.9 Student Employees

602 Terms and Conditions of Employment
602.1 Equal Opportunity
602.2 Harassment, Discrimination and Retaliation
602.3 Employee Abuse of Alcohol and Other Drugs
602.4 Use of Software on Non-State Owned Personal Computers
602.5 Age Limitation for Employment and Employee Retention
602.6 Position Management
602.7 Personnel Records and Information Disclosure
602.8 Pay and Compensation
602.9 In-Range Adjustment
602.10 Supplemental Pay
602.11 Employee Responsibilities
- 908 Remote Access Policy
- 909 Network Risk Assessment Policy
- 910 Standards for Purchasing Classroom Technology Equipment
- 911 Trusted Access Policy
- 912 Virtual Private Network (VPN) Policy
- 913 General Web Standards
- 914 Wireless Networking Policy and Process
- 915 E-Mail As Official Means of Communication

- 1000 Audits
  - 1001 Financial and Operational Audits
  - 1002 Information Systems Audits
  - 1003 Bank Accounts, Cash Funds, and Investments
  - 1004 Accounting Systems and Procedures
  - 1005 Audit Follow-Up Policy