100 Governance and Administration
   101 Policy on Policies
   102 University Organization and Administration
   103 Board of Trustees
      103.1 Bylaws
      103.2 Audit Committee Charter
      103.3 Naming of Facilities and Programs
      103.4 Honorary Degrees
   104 Facility Use, Solicitation, Distribution of Printed Materials, Unscheduled Public Speaking Areas, and Peaceful Assembly
   105 Records
      105.1 Records Retention Schedule
      105.2 University Archives
      105.3 Policy Statement on the Family Educational Rights and Privacy Act of 1974, as Amended
      105.4 Identity Theft Prevention Plan
      105.6 Public Records Requests
   106 Drugs and Alcohol
      106.1 Alcoholic Beverages
      106.2 Tailgating
   107 Substantive Change for Accreditation Purposes
   108 Compliance Calendar
200 Academic Affairs
   201 Faculty Handbook
   202 Undergraduate Bulletin
   203 Graduate Bulletin
   204 Academic Governance Handbook
   205 Academic Integrity Code
   206 Final Grade Appeal Procedure
   207 Intellectual Property Transfer
   208 Export Controls Compliance
   209 Review of Research Involving Human Subjects
   210 Payments to Human Subjects
   211 Integrity in Scholarship and Scientific Research
   212 Use of Recombinant DNA in Research and Teaching Laboratories
   213 Care and Use of Animals for Research Teaching or Demonstration
   214 Credit Hour Policy
   215 Policy on Internet/Web-Based Courses
   216 Human Subject Research Recruitment
   217 Export Controls Compliance
   218 Policy on Independent Studies
   219 Policy on Faculty Workload
   220 Facilities and Administrative Cost Policy
   221 Buyout Policy for Externally Sponsored Projects
300 Public Safety
   301 Police
      301.1 Special Services
      301.2 University Police Services
      301.3 Criminal Trespass Warning
      301.4 2015 Campus Security and Fire Safety Annual Report
      301.5 Bicycle Helmets
   302 Emergency Management
      302.1 Emergency Management Program
      302.2 Communication Guidelines for Emergencies and Campus Issues
      302.3 Emergency Operations Plan
      302.4 Building Emergency Response Plan Template
      302.5 Pandemic Infectious Disease Plan
      302.6 International Crisis Management
      302.7 Emergency Notification System
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