



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 7/96	Revision Date: 6/10	Page: 1 of 5
	Section: GENERAL INDEX		Classification Code: 00-00
	Subject: TABLE OF CONTENTS		

01-00	ADMINISTRATION TABLE OF CONTENTS
01-01	INSTITUTIONAL IMAGES
01-03	NONDISCRIMINATION/HANDICAP
01-04	ALCOHOLIC BEVERAGE USAGE
01-05	PARTISAN POLITICAL ACTIVITY ON CAMPUS
01-06	PERSONAL PROPERTY RECLAMATION
01-07	CONFLICT OF INTEREST
01-08	SOLICITATION OF GIFTS
01-10	SUSPENDING OPERATIONS
01-13	PROTECTION OF HEALTH INFORMATION
01-14	STUDENT RECORDS
01-15	TOBACCO USE IN THE WORKPLACE
01-16	ANIMAL CONTROL
01-17	STUDENT RIGHTS AND CONDUCT
02-00	FINANCE
02-01	ACCOUNT CODE ASSIGNMENT AND MAINTENANCE
02-02	INDIRECT COST RECOVERY (GRANTS AND CONTRACTS)
02-04	STATE SALES TAX
02-05	PETTY CASH FUNDS
02-06	CASH RECEIPTS



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 7/96	Revision Date: 6/10	Page: 2 of 5
	Section: GENERAL INDEX		Classification Code: 00-00
	Subject: TABLE OF CONTENTS		

02-08	FINANCIAL PROBATION/SUSPENSION/ADMINISTRATIVE WITHDRAWAL
02-09	COLLECTION OF DELINQUENT ACCOUNTS
02-10	WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS
02-11	BAD CHECKS
02-12	GRANTS AND RELATED CONTRACTS
02-14	GIFTS-PROCESSING
02-15	DEPARTMENTAL BUDGET REPORT
02-16	INVESTMENTS
02-17	DEBT ISSUANCE
02-18	REFUND FOR INCIDENTAL, GENERAL, AND COURSE FEES
03-00	PERSONNEL
03-01	EMPLOYMENT PRACTICES
03-02	AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY
03-03	ALCOHOL & DRUG-FREE WORKPLACE
03-04	PREVENTION OF ALCOHOL/DRUG ABUSE
03-05	SEXUAL HARASSMENT
03-06	HUMAN RESOURCE OFFICE
03-07	JOB BID SYSTEM
03-08	TRAINING AND DEVELOPMENT
03-09	EMPLOYEE TYPE DESIGNATION POLICY



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 7/96	Revision Date: 6/10	Page: 3 of 5
			Classification Code: 00-00
	Section: GENERAL INDEX		
Subject: TABLE OF CONTENTS			

03-10	PROBATIONARY PERIOD AND EVALUATIONS
03-11	OVERTIME
03-12	OTHER EMPLOYMENT PRACTICES
03-13	GRIEVANCE POLICY FOR STAFF
03-14	POSITION CLASSIFICATION/RECLASSIFICATION
03-16	SALARY ADMINISTRATION
03-17	ADMINISTRATIVE/PROFESSIONAL SALARY POLICY
03-18	LEAVES
03-19	SEVERE WEATHER
03-20	SEPARATIONS
03-20.1	SEVERENCE AND RETENTION
03-21	BENEFITS
03-22	OCCUPATIONAL SAFETY AND ENVIRONMENTAL HEALTH
03-23	WORKPLACE VIOLENCE
04-00	PAYROLL AND SALARIES
04-01	PAYROLL
05-00	PURCHASING
05-01	PURCHASING POLICY
05-02	PURCHASING AUTHORITY
05-03	PROCUREMENT METHODS



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 7/96	Revision Date: 6/10	Page: 4 of 5
	Section: GENERAL INDEX		Classification Code: 00-00
	Subject: TABLE OF CONTENTS		

05-04	COMPETITIVE BIDDING
05-05	PURCHASE REQUISITIONS/PURCHASE ORDERS
05-06	UNACCEPTABLE USE OF UNIVERSITY FUNDS
05-07	INTERNAL PURCHASING
05-08	FIXED ASSETS/INVENTORY CONTROL
05-09	MISCELLANEOUS
06-00	PROPERTY AND CAPITAL EQUIPMENT
06-01	SURPLUS PROPERTY AND EQUIPMENT
06-02	USE OF UNIVERSITY PROPERTY AND EQUIPMENT
06-03	USE OF UNIVERSITY VEHICLES
06-04	KEYS TO UNIVERSITY BUILDINGS
06-05	FURNISHINGS OR FACILITY ALTERATIONS
06-06	FACILITY TITLES AND CODES
06-08	PURCHASES FOR RESALE
07-00	TRAVEL
07-01	AUTHORIZATION TO TRAVEL
07-02	CASH ADVANCE FOR TRAVEL EXPENSES
08-00	FACILITIES AND SERVICES
08-01	INFORMATION TECHNOLOGY AND NETWORKS
08-08	COPYRIGHTS



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 7/96	Revision Date: 6/10	Page: 5 of 5
			Classification Code: 00-00
	Section: GENERAL INDEX		
Subject: TABLE OF CONTENTS			

08-09	MAIL SERVICES
09-00	REPORTING ACCIDENTS AND INCIDENTS
09-01	POLICY AND PURPOSES
09-02	LOSS OF MONEY, SECURITIES AND PROPERTIES
09-03	DAMAGE TO UNIVERSITY PROPERTY (INCLUDING FIRE)
09-04	ACCIDENTS – VEHICLES
09-05	STUDENTS & GENERAL PUBLIC (EXCEPT VEHICLE ACCIDENTS)
09-06	WRONGFUL ACT INCIDENTS
09-07	BROADCASTERS AND PUBLISHERS INCIDENTS
09-08	EMPLOYEE NAMED AS DEFENDANT IN LAWSUIT