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1.01 PURPOSE AND USE OF THE MANUAL

This Administration and Finance Policies and Procedures Manual has been developed to strengthen the management practices of the University and to provide employees and other interested parties with an accessible source of information regarding the policies and procedures, which are appropriate and/or required in each particular situation involving business and/or financial management transactions.

1.01.1 CONTENTS OF THE MANUAL

This Policies and Procedures Manual includes a detailed description of the policies and procedures, pertaining to the activities stated below. The Exhibits referenced in each specific chapter are maintained by and are available for review by the individual departments and offices. A copy is also kept with the “Official” copy of the Manual in the Office of Administration and Finance. Questions concerning these activities may be directed to the Office of the Vice President for Administration and Finance at extension 4140. Any specific questions concerning the materials covered in the corresponding chapters of the Manual may be directed to the office/department responsible for the activity.

1.02 REVISION OF MANUAL

The Administration and Finance Policies and Procedures Manual functions as a useful management tool, but only if it is constantly reviewed and revised to meet changing conditions and the new situations that take place at the University. An annual review of each chapter needs to be completed by each respective department or office head.

1.02.1 RESPONSIBILITY FOR REVISIONS

The Executive Assistant to the Vice President for Administration and Finance or his/her designated representative is responsible for coordinating the additions, deletions and corrections to the Policies and Procedures Manual. Nevertheless, each employee who, because of his/her position or assigned duties, comes in contact with the Manual should review and evaluate the information contained therein and provide the Office of the Vice President for Administration and Finance with any proposed changes he/she believes are necessary.
1.02.2 INITIATION OF MANUAL REVISION

Once it is determined that a revision to the Manual is required, the responsible employee, i.e., director, accountant, clerk, etc., initiates the change in accordance with the procedures stated herein.

Initiation Procedure
1. Prepare and sign the Request for Manual Revision form (See Exhibit 1-8).
2. Draft new or revised policy and procedure, listing in detail each step that will be taken.
3. Obtain supervisor's approval on request.
4. Forward the Request form with the draft attached to the Office of the Vice President for Administration and Finance for action.

1.02.3 PROCESSING OF MANUAL REVISION

Upon receipt of the revision request and support documentation, the Office of the Vice President for Administration and Finance examines the information for completeness and processes the change according to the procedures stated below.

Review of Proposed Revision – Office of the Vice President for Administration and Finance

1. Reviews the proposed policy and procedure change for purpose and intent, and for possible conflict with any policies or procedures currently in existence, including those of other functional areas in Administration and Finance.
2. Discusses proposed revision with initiator if clarification is needed.
3. If disapproved, returns the request with its supporting documentation to the initiator, with a written explanation for the disapproval.
4. Assigns appropriate code numbers, if tentatively approved, to properly locate the revision in the Manual.
5. Determines if the tentative revision merits review and approval by the Vice President for Administration and Finance based upon:
   - its impact on existing policy or procedure,
   - its sensitivity, or
   - other criteria.

Review of Proposed Revision - Vice President for Administration & Finance

1. Approves those requests submitted for his/her attention after examination of the revision for intent, purpose, and impact on operations. Approval is indicated by signing the request form; disapproval by preparing a written explanation for the disapproval.
2. Determines if the revision will result in such significant change in University financial policy and/or procedure as to warrant the approval of the President and/or the Board of Trustees; presents the request to them for their review.
3. Returns approved requests are then prepared for distribution.
Distribution of Revision – The Office of the Vice President for Administration and Finance
1. Applies "Date Revised" to the approved policy or procedure.
3. Current and revised policies and procedures are placed on the Web and are available at www.rowan.edu/adminfinance/policy.

Maintaining the "Official" Policies and Procedures Manual – The Office of the Vice President for Administration and Finance
1. Updates the "Official" copy of the Manual maintained in the Office of Administration and Finance.
2. Current and revised policies and procedures are placed on the Web and are available at www.rowan.edu/open/depts/adminpolicy.
3. The individual departments and offices are responsible for updating the specific chapter Exhibits on an as needed basis, with a copy sent for inclusion with the “Official” copy of the Manual.

Implementing the Revision
1. The new policy or procedures is effective as of the revision date.