Administration and Finance Procedure Process

Stage 1:
Draft a proposed Administration and Finance University Procedures

Stage 2:
First official draft procedure review by Admin & Finance Direct Reports (Allow 2 weeks for reviewing)

Stage 3:
Final draft is review by the Vice President for Admin & Finance (Allow 2 weeks for reviewing)

Stage 4:
Directors review final procedure with all suggested changes

Stage 5:
Vice President Approval
Administration and Finance Procedure Reviewing Cycle
(On a two-year cycle in reviewing existing procedures)

- Fall 2009
- Fall 2011
- Fall 2013
- Fall 2015
- Fall 2017
- Fall 2019
- Fall 2021
I. BACKGROUND
This procedure describes the format and detail for documenting all duties performed in the Financial and administrative areas of the University.

II. DESIGNATED STAFF
All staff is required to maintain written procedures for all duties performed for their position. In the case of multiple staff performing the same procedure, the supervisor will designate the appropriate staff member to document the procedure. All positions must follow the procedure for performing that task.

III. PROCESSING CYCLE
All procedures must be reviewed annually, and updated whenever business practices change.

IV. REQUIRED RESOURCE MATERIAL
All procedures must conform to All State Directives, University Policy, University Guidance Memorandum and Generally Accepted Accounting Principles. System manuals may also be required for documenting procedures.

V. GOVERNING POLICIES AND PROCEDURE
Any directive, University policy or Generally Accepted Accounting Principle relevant to performing the procedure should be included in this section.

Reference letter June 21, 2005 Response to Audit Comments (document policies and procedures)

VI. CROSS REFERENCE TO OTHER PROCEDURES
Any other procedures that relate to the performance of the procedure being written. These procedures would be listed by procedure number and title.

VII. OTHER VSU OFFICES IMPACTED
List any other University departments impacted by this procedure.

VIII. INVOLVEMENT EXTERNAL TO VSU

IX. PROCEDURES
This procedure describes the process to follow when documenting duties performed for each position within Financial and administrative areas of the University.

A. Break tasks down to sub functions required, these would be your A, B, C, D, etc. tasks.

1. Describe each step in the job process, these would be the 1, 2, 3, 4 steps.

B. The last task would state where the end product of the procedure is routed to from this procedure. (Example: Documents filed in Document Control).
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