

# VPSA POLICY

## TABLE OF CONTENTS

		Last Revised
<b>01</b>	<b><u>BASELINE STANDARDS</u></b>	09/01/07
<b>02</b>	<b><u>ADMINISTRATION OPERATION</u></b>	
02.01	Certifying Signatory	02/22/07
02.02	Concealed Weapons on Campus	02/22/07
<b>03</b>	<b><u>FINANCE</u></b>	
03.01	Official Functions & Discretionary Expenditures	06/22/07
03.02	Financial Verifications Policy	02/22/07
03.03	Use of State Issued Credit Card	07/31/05
03.04	Cash Handling	08/16/07
03.05	Procurement Card	05/31/07
<b>04</b>	<b><u>HUMAN RESOURCES</u></b>	
04.01	Annual Staff Performance Appraisals	02/22/07
04.02	Approvals on Employee Reimbursements	06/14/07
04.03	Certification of Understanding and Verification of Leave Reports by Employee	06/14/07
04.04	Time & Effort Reporting for Non-Exempt Employees	06/14/07
04.05	Time & Effort Reporting for Exempt Employees	03/28/06
04.06	Offer of Employment to Benefit Eligible Employees	03/31/07
04.07	Security Sensitive Position Investigation	06/15/07
04.08	Termination of Employees within Student Affairs	06/18/07
04.09	Processing Personnel Action Requests	02/20/06
<b>05</b>	<b><u>PROCUREMENT</u></b>	
05.01	Code of Conduct – Procurement Responsibilities	06/01/07
05.02	Disclosure of Related Party Interests	06/18/07
<b>06</b>	<b><u>CONTRACTS</u></b>	
6.01	Contract Procedures	03/01/06

**07**      **INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS**

07.01	Use of University 800 Numbers	06/01/07
07.02	Personal Use of UHS Telecom. Equipment	01/06/07
07.03	Use of Mobile Phones	03/01/06
07.04	Personal Long-Distance Calls	03/28/06
07.05	Security Guidelines for Computer Users	06/19/07