

VPSA POLICY

TABLE OF CONTENTS

		Last Revised
01	<u>BASELINE STANDARDS</u>	07/31/08
02	<u>ADMINISTRATION OPERATION</u>	
02.01	Certifying Signatory	07/31/08
02.02	Concealed Weapons on Campus	07/31/08
03	<u>FINANCE</u>	
03.01	Official Functions & Discretionary Expenditures	07/31/08
03.02	PS Financial Verifications Policy	07/31/08
03.03	Use of State Issued Credit Card	07/31/08
03.04	Cash Handling(See PCI	
03.05	Procurement Card	07/31/08
04	<u>HUMAN RESOURCES</u>	
04.01	Annual Staff Performance Appraisals	07/31/08
04.02	Approvals on Employee Reimbursements	07/31/08
04.03	Certification of Understanding and Verification of Leave Reports by Employee	07/31/08
04.04.01	Time & Effort Reporting for By-weekly Employee	07/31/08
04.04.02	Time & Effort Reporting for Exempt Employee	04/30/09
04.05	Offer of Employment to Benefit Eligible Employees	07/31/08
04.06	Security Sensitive Position Investigation	07/31/08
04.07	Termination of Employees within Student Affairs	07/31/08
04.08	Processing Electronic Personnel Action Requests	07/31/08
05	<u>PROCUREMENT</u>	
05.01	Code of Conduct – Procurement Responsibilities	07/31/08
05.02	Disclosure of Related Party Interests	12/04/08
06	<u>CONTRACTS</u>	
6.01	Contract Procedures	07/31/08

07 **INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS**

07.01	Telecommunication Resources	08/31/08
07.02	Use of Personal Telecommunication Resources	12/04/08
07.03	Personal Use of Mobile Phones & Other Equipment	12/04/08
07.04	Personal Long-Distance Calls	012/04/08
07.05	Security Guidelines for Computer Users	012/04/08