

PROCEDURE NO. 307.1
Area: General Administration

Adopted: November 7, 2002

Certified by _____
Dr. Adolphus Andrews
Executive Vice President and
Chief Financial Officer

Subject: FORMS MANAGEMENT

New or revised forms must be approved before use. The approval process is administered by the Central State University Policy Review Group (PRG).

1. Submit form to the PRG: The draft form should be submitted to the PRG along with any related information explaining its purpose and use. The PRG will initially determine the form's acceptability.
2. On-campus review process: After the PRG review, the form will be reviewed extensively at campus forums and by the Cabinet.
3. Board approval (if applicable): If a form establishes a new policy, it will need board approval.
4. Assigning identifier: All forms will be assigned a four-part identification number. This number will include: (1) a two letter prefix denoting the area of origin, (2) the number of the form within the area, (3) the year of issue, and (4) the revision number. The area codes are shown on the chart below. For example, FN-01-2002-00 would represent the first form adopted in the area of Finance in the year 2002. (Note: Forms currently in use will adopt this format when revised.)

AREA NUMBER	AREA	CODE
000	BOARD OF TRUSTEES	BT
100	ACADEMIC AFFAIRS	AA
200	ENROLLMENT MANAGEMENT	EM
300	GENERAL ADMINISTRATION	GA
400	FINANCE	FN
500	BUSINESS SERVICES	BS
600	HUMAN RESOURCES	HR
700	FACILITIES MANAGEMENT	FM
800	INFORMATION TECHNOLOGY	IT
900	INSTITUTIONAL ADVANCEMENT	IA