

# PROCEDURE NO. 412.1

**Area: Finance**

*Original signature on file in  
Administration and Finance*

Date Adopted: May 14, 1999

Certified By: \_\_\_\_\_

Dr. Cynthia Jackson-Hammond  
President, Central State University

Revisions Approved: February 3, 2017

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**SUBJECT: Maintenance of the Policies and Procedures Manual**

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**The Office of the Vice President of Administration and Finance will perform the following routine duties:**

1. Keep an updated master set of all approved and published non-academic policies and procedures.
2. Distribute all new and approved policies to the designated holders of the Policies and Procedures Manual: (a) Office of the Vice President of Administration and Finance, (b) Hallie Q. Brown Memorial Library; and (c) the CSU web site.
3. Send copies of policies and procedures to state officers as required by Ohio Regulations.

**The Policy Review Committee will perform the following routine duties:**

1. Review and recommend proposed changes to administrative policies for all non-academic functions.
2. Monitor proposed policy changes for potential conflicts with existing internal or external policies.
3. Review and approve all policy, procedure, and record forms subject to outside audit or review and not subject to review through the academic review process (e.g., purchase requisitions, employment requisitions, employment action forms, travel and entertainment forms, budget modification forms, proposal transmittal forms, employee supplemental pay forms, employment application forms, application for admission forms).
4. Ensure the effective communication of all administrative policies to the affected stakeholders, including students, faculty, staff, administrators, alumni, and others as deemed appropriate by the President and/or designee.
5. Monitor the University's development of and compliance with non-academic policies mandated by external regulatory agencies.
6. Ensure that proposed new policies, and proposed changes to existing policies, are circulated to all potentially affected parties for comment and feedback.

7. Monitor the policy approval process so that each new or revised policy is approved by the appropriate authority or authorities (e.g., Department or Division Head, Policy Review Committee, Cabinet, President, Board of Trustees).

**Policies** may be revised or new ones issued at any time by the Trustees. The Cabinet shall consider and comment upon proposed policy changes prior to final action by the Trustees. The Cabinet may issue procedures on their own initiative in matters where they have delegated authority.

**Procedural statements** may be issued at any time by relevant divisions. When their effects extend into other departments, procedures must be approved by the relevant Vice President and also by the President.

**Steps for review of non-academic policies and procedures:**

1. All old and new policies and procedures must be evaluated by the Policy Review Committee.
2. After approval by the Policy Review Committee, the new and/or revised policies and procedures will be sent to the President and Cabinet for review and comments.
3. The Policy Review Committee will send drafts of policies and procedures to campus forums for review by faculty and staff.
4. The drafts and comments from the campus forums will be returned to the Policy Review Committee, where consideration will be given to incorporating any suggestions.
5. All policies will be sent to the President and Cabinet for final review prior to presentation to the Board of Trustees.
6. All policies will be approved by the Board of Trustees in a resolution(s).
7. Signature of the President will certify policies approved by the Board of Trustees as resolutions.
8. Signature of the President shall certify procedures have been reviewed according to this procedure, however, Board approval is not required for Procedures.
9. Academic policy review will be conducted by the Academic Policy Review Committee in accordance with procedures prescribed by the University Senate.