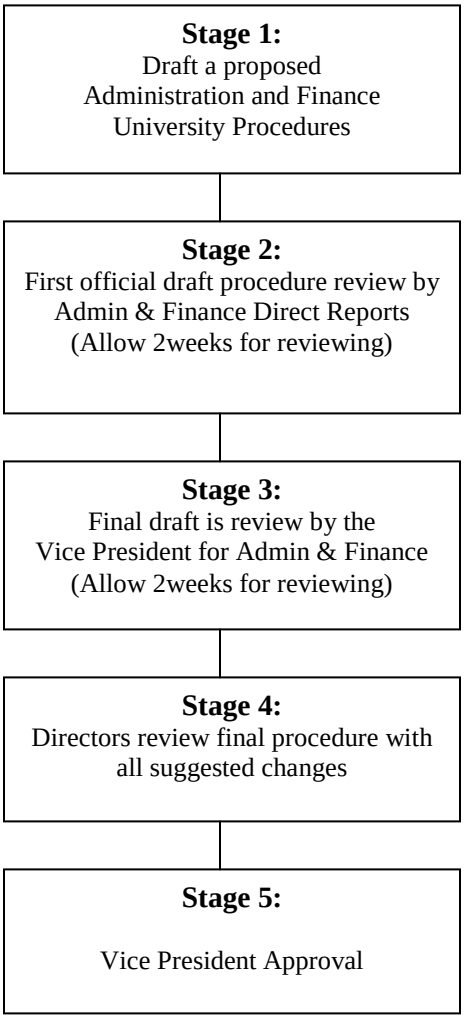
Administration and Finance Procedure Process



Administration and Finance Procedure Reviewing Cycle

(On a two-year cycle in reviewing exisiting procedures)

Fall 2009
Fall 2011
Fall 2013
Fall 2015
Fall 2017
Fall 2019
Fall 2021

Virginia State University	Policy Number: *to be assigned*
Procedure Name:	**Effective:**
Date written:	**Revised:**

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 many 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 you're 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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