
1.1 Purpose of the Manual

Clayton State University's Business Operations Policy and Procedures Manual serves several purposes. Primarily, it sets forth the essential policies and procedures that must be followed to meet both Board of Regents mandates and statutory and/or regulatory requirements of the state of Georgia and the federal government. Secondly, it is designed to provide new financial and business professionals the necessary information and tools to perform effectively. Finally, it shall serve as a reference tool for those responsible for budgets as part of the Clayton State community.

The Office of Business & Operations embraces the policy of conforming to all statutory and other official requirements. Concurrent with this policy, the Office, by outlining routine procedures that might otherwise become burdensome and time consuming, is committed to reducing "red tape" and promoting effective business operations in all Divisions, Departments and Schools. The purpose of this Manual, then, is twofold: first, to provide statements of policies and procedures for general guidance in conducting business and finance operations; and second, to provide specific instructions and guidelines for those personnel who are responsible for the preparation of necessary documents, forms, and other materials involved in the fiscal affairs process. Each office, therefore, should keep the Manual readily accessible to all users, particularly to new members of the University family to help them in quickly becoming acquainted with these policies and procedures.

1.2 Scope of Manual

This Manual encompasses all activities of the business and finance functions. It replaces all previous manuals, memoranda and other forms of transmitting policies and procedures.

1.3 Advantages of Manual

Advantages of this Manual include the following:

- A comprehensive, consistent source of university policies and procedures
- Clearly defined authority and distribution of responsibility to eliminate overlaps and gaps
- Minimal need for repeating orders and directives
- Reduction of employee training time
- Better control of the number and variety of forms distributed
- Minimal need for conversation, thereby reducing the chance for misinterpretation

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- A guide for appropriate performance evaluation of employees

1.4 General Policy

The Office of the Vice President for Business & Operations is responsible for the publication and distribution of the Clayton State University Business and Operations Policy and Procedures Manual. This Office will ensure that new procedures, manual change notices or other correspondence that establishes, cancels or modifies current policies or procedures will be forwarded to those on the distribution list. Each Department or Unit of the university must notify the Office of the Vice President for Business and Operations of any changes in distribution requirements, including change of address, the addition or deletion of addressees, and change in the number of copies required.

1.5 Recipients

This Manual is intended for all personnel in the Business and Operations Division as well as for each school, department, division, or any other unit personnel who perform functions of, or related to business, operations, and finance. University operating and management responsibilities are also outlined within this Manual. The policies within this Manual guide management responsibilities of the University administration as well as the executive directors, directors and unit heads.

1.6 Policies - Definition

The following statements define and clarify what this Manual terms as "policies":

Policies are broad guidelines for making decisions;

Policies tend to set precedence, thus reducing the repetitive rethinking of all the factors in individual decisions. As a result, time can be saved when decisions are made;

Policies aid in coordination. If several persons are guided by policies, they can more easily and accurately predict the decisions and actions of others;

Policies provide stability within an organization, reducing the frustration of employees; and

Policies encourage decision-making of individuals by giving them a range within which decisions can be made, thus reducing the need for reversal by higher authority.

1.7 Procedures - Definition

The following The following statements define and clarify what this manual terms "procedures":

Procedures are amplifications of policies;

They describe steps to be taken to accomplish specific jobs within the scope of stated policies; and

They specify the order of job performance, while policies concentrate on basic general approaches. However, in some areas the two may overlap and are not always differentiated.

1.8 Arrangement of Contents

A table of contents provides a list of the subject matter as arranged by sections, to which are assigned numbers. Topics and subjects are identified and located by section numbers. An index lists a detail of subjects included in the manual and gives the section number in which the material on the subject appears.

1.9 Revisions

Policies and procedures can be regularly modified, deleted or added as necessary. The Manual is available electronically and in loose-leaf form to simplify the substitution or insertion of revised or additional pages in a section without affecting other sections. In addition to the printed Manual, the Office of the Vice President for Business & Operations posts the manual on the web and provides electronic copies of the complete Manual to those who have computer facilities to use them.

This Manual is intended to be a daily guide for divisions/departments/units in conducting their business and finance operations. The office encourages users to forward, to the Office of the Vice President for Business & Operations, comments regarding revision and/or additions that would help better to achieve this purpose.