



Administration & Finance

Policy & Procedure

www.umb.edu/administration_finance/index.html

Issuing Office: Vice Chancellor
for Administration and Finance

Policy Number: FY08-A&F-001-01

Policy Name: Administration and Finance Policy Documents, and Key Operational and Informational Memos

Original Date Issued: Wednesday, February 13, 2008

Revision #: 01

Last Update: April 11, 2011

Purpose of Policy:

To standardize policy and procedural communications from Administration and Finance Departments to the UMass Boston Campus

Applicable to: All Administration and Finance Departments

Definition:

Policy and procedural documents are any guidance issued by Administration and Finance departments that define proper procedures in areas that affect faculty, staff, students and, in some cases, others affiliated with the UMB campus, such as consultants.

Policy:

All policies will be issued using this template. The template will include: Issuing Office, Policy Number, Policy Name, Original Date Issued, Purpose of Policy, Who it is Applicable to, Definition, Policy, Procedure, Oversight Department, Responsible Party within Department, Monitoring, Authority and Related Documents. Policy and procedural documents will be reviewed by the F&A Advisory Group before issuance.



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The Policy number will include:

fiscal year/department code/department sequence number/revision number. The department sequence number will transition fiscal years.

Each Administration and Finance Department will have a 3 position code for identification:

A&F—Vice Chancellor for Administration and Finance

BUD—Office of Budget and Financial Planning

CSV—Campus Services

C&C—Contracts and Compliance

PRC—Procurement Department

PRO—Property Department

EHS—Environmental Health & Safety

CON—Controller's Office

CSC—Customer Service Center

FAC—Facilities

HRS—Human Resources

All policy and procedural documents must be reviewed/approved by the Vice Chancellor for Administration and Finance before issuance.

Procedure:

All policy and procedural documents from Administration and Finance Departments will be available on the A&F and A&F Department websites.

A&F Departments are responsible for maintenance of their policies and procedures, forms and websites.

Members of the F&A Advisory group are responsible to forward these documents to staff within their colleges/institutes/departments that need to follow these policies and procedures.



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All Policy and Procedure documents, and Key Operational and Informational Memos should be distributed to all lists below with the exception of HR Time Keepers and HR Signatories and Approvers. These should be used as appropriate.

Distribution:

There are 5 distribution lists for all communications from A&F.

- 1) Executive Leadership Team—List managed by Chancellor's Office/ maintained by VCAF administrative staff
- 2) Deans, Directors and Department Heads/Chairpersons—List managed by Human Resources/maintained by the Business and Operations Manager
- 3) Finance & Administration Advisory Group—List managed/maintained by Office of VCAF administrative staff
- 4) Finance Users (all employees with access to the Finance System)—List Managed by the Controller's Office/maintained by the Business Process and Systems Analyst
- 5) Principal Investigators—List managed by the VC for Research/maintained by ORSP Communications and Training Manager

There are 2 additional distribution lists to be used as appropriate:

HR Time Keepers—List managed by Human Resources/maintained by the Director of HRIS

HR Signatories and Approvers—List Managed by Human Resources/maintained by Director of HRIS

All lists will be in the Global Address Book under VCAA or VCAF. All lists will be regularly reviewed and updated. This will ensure that the appropriate faculty and staff are receiving updates.

Forms:

A&F forms have a standardized format and numbering for easy retrieval and identification:

Form Header—UMass Boston Logo in left hand corner and name of form in center.

Form Footer—Department Code-Form Sequence Number-Official Form Name-month/year updated

Example: PRO-02-Moveable Equipment Surplus Form-3/10



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GO TO List:

Administration and Finance maintains a contact list for the various transactions and issues related to Financial Management and Administration at the UMass campus. It is located on the Administration and Finance webpage.

Oversight Department: Vice Chancellor for Administration and Finance

Responsible Party within Department: Senior Special Assistant to the Vice Chancellor

Monitoring:

- * Confirm numbering
- * Confirm all policies/procedures use this template
- * Confirm all policies/procedures are up to date

Authority: University Trustee Policy
President's Office Guidelines
University-wide Internal Control Plan
UMB Internal Control Plan

Related Documents:

Official documents are on the WEB. These are updated regularly.