

POLICY

Effective Date: November 15, 2006

Approved By: President's Council

Authority:

Cancels:

See also: POL-U5300.01 Safeguarding Non-Public Financial Information

POL-U5320.12 CREATING AND MAINTAINING VENDOR AND CUSTOMER INFORMATION

This policy applies to all university vendor and customer accounts.

1. Accounting Services Creates and Maintains Vendor and Customer Information

Accounting Services is responsible for creating, editing, maintaining and auditing all University vendor and customer information.

Vendor information will comply with Federal and State reporting requirements.

2. Accounting Services Will Respond to Requests for Information

Accounting Services will respond to employee requests for vendor and customer creation or changes within 24 hours.

3. Accounting Services May Delegate Permissions to Establish and Maintain Vendor and Customer Accounts

Accounting Services may grant vendor and customer system access to a department employee, with the following conditions:

- a. Employee will comply with internal control procedures for creating and maintaining vendor and customer accounts.
- b. Accounting Services Director will revoke vendor and customer access for any WWU employee who does not follow the established procedures.