

WWU POLICIES and PROCEDURES

New #	Title
1000	UNIVERSITY ADMINISTRATION
POL-U1000.01	Vision and Mission
POL-U1000.02	Board of Trustees Rules of Operation
POL-U1000.03	Delegations of Authority by WWU Board of Trustees
POL-U1000.04	Executive Session Actions by Board of Trustees
POL-U1000.05	Conflict of Interest Standard Policy of WWU Board of Trustees
POL-U1000.06	Facilities: Scheduling By Off-Campus Persons/Groups (WAC)
POL-U1000.09	Reimbursing Board Members
POL-U1000.10	Developing and Maintaining University Policies
POL-U1000.10	Policy Flow Chart
PRO-U1000.10A	Developing and Approving University Policies
POL-U1000.12	Reporting Communicable Diseases
POL-U1000.15	Administering the State Employee Whistleblower Act
PRO-U1000.15A	Public Official Receiving State Whistleblower Reports
POL-U1300.01	Requiring Proof of Rubeola Measles Immunity
PRO-U1300.01A	Providing Proof of Measles Immunity for Employment
FRM-U1300.01A	Proof of Measles Immunity for Employment
PRO-U1300.01B	Responding to Local Rubeola Measles Outbreak
FRM-U1300.01B	Waiver Request Form-Employment
PRO-U1300.01C	Responding to Satellite Office Rubeola Measles Outbreak
FRM-U1300.01C	Policy Acknowledgement
POL-U1400.01	Student Fees: Accessing Student Fee System by Off-campus Groups
POL-U1400.02	Establishing Tuition Rates and Registration Fee for Summer Session; Identifying Other Fees Charged During Summer Session
PRO-U1400.02A	Proposing and Approving Tuition Rates and the Summer Registration Fee for Summer Session
POL-U1400.03	Establishing and Changing Course and Lab Fees
PRO-U1400.03A	Establishing a Course or Lab Fee or Changing the Amount or Purpose of an Existing Course or Lab Fee, Fixed or Variable
PRO-U1400.03B	Collecting Revenue for Fixed Course and Lab Fees
PRO-U1400.03C	Collecting Revenue for Variable Course and Lab Fees
POL-U1400.04	Administering and Spending Course and Lab Fees
POL-U1400.05	Establishing a Service Fee or Changing the Amount or Purpose of a Service Fee
PRO-U1400.05A	Establishing a Service Fee or Changing the Amount or Purpose of a Service Fee
POL-U1400.06	Assessing Mandatory Student Fees
POL-U1500.01	Establishing Internal Audit Activities
PRO-U1500.01A	Creating the Annual Internal Audit Schedule
PRO-U1500.01B	Requesting Internal Audit Services During the Year
POL-U1500.02	Distributing Annual Internal Audit Schedule
POL-U1500.03	Creating and Finalizing Internal Audit Reports
POL-U1500.04	Distributing Draft Internal Audit Reports
POL-U1500.05	Distributing Final Internal Audit Reports
POL-U1500.06	Requesting Copies of Internal Audit Reports
POL-U1500.07	Creating Written Responses to Internal Audit Reports
POL-U1600.01	Requesting an Appointment of Opportunity
PRO-U1600.01A	Requesting a Dual Career Assistance (DCA) Appointment of Opportunity
PRO-U1600.01B	Requesting an Exceptional Merit (EM) or Affirmative Action (AA) Appointment of Opportunity
PRO-U1600.01C	Requesting a Temporary Professional Staff or Sponsored Program Appointment of Opportunity

WWU POLICIES and PROCEDURES

New #	Title
POL-U1600.02	Providing Equal Opportunity and Nondiscrimination
POL-U1600.03	Accommodating Persons with Disabilities
POL-U1600.04	Preventing Sexual Harassment
POL-U1600.05	Implementing Affirmative Action Program
2000-4950	ACADEMIC AFFAIRS
POL-U2100.01	Faculty Handbook TOC
POL-U2110.01	Admissions Policy
POL-U2122.01	Computer Use—Policy for Responsible Computing
POL-U2125.02	Campus Services, Access to Computer Center
POL-U2160.01	Space Allocation: Academic Offices
POL-U3000.01	Identifying Detecting and Responding to Identity Theft Red Flags and Notices of Address Discrepancies Western Washington University's Red Flags Identity Theft Prevention Program
POL-U3520.01	Campus Services, Access to Speech Clinic
POL-U4520.02	Misconduct in Research & Scholarship
POL-U4520.03	Patent and Copyright Policy
PRO-U4520.03A	Patent and Copyright Procedure
POL-U4900.01	Using The Library Facilities (WAC)
POL-U4900.02	Posting and Handbills—Wilson Library
POL-U4910.01	Managing University Archival Records
POL-U4950.01	Facilities Use – Using WWU Media Services
5000-5200	BUSINESS & FINANCIAL AFFAIRS
POL-U5000.02	Campus Signs
POL-U5000.03	Closing University Buildings
PRO-U5000.03A	Building Closure Procedure
5100	VICE PRESIDENT'S OFFICE
POL-U5100.02	Educational Commercial Activities (WAC)
5200	CAPITAL BUDGET OFFICE
POL-U5200.01	Art Acquisition
5300	FISCAL SERVICES
	<i>5300 - Internal Control</i>
POL-U5300.01	Safeguarding Non-Public Financial Information
	<i>5310 - Investments and Cash Management</i>
POL-U5310.01	Investing Endowment Funds (Canceled - Replaced by POL-BFA5310.07)
POL-U5310.02	Defining Endowment Investment Objectives (Canceled - Replaced by POL-BFA5310.07)

WWU POLICIES and PROCEDURES

New #	Title
POL-U5310.03	Receipting Endowment Funds
POL-U5310.04	Authorizing Banking and Investment Transactions
POL-U5310.06	Investing with Social Responsibility (Canceled - Replaced by POL-BFA5310.07)
	<i>5320 - Accounting</i>
POL-U5320.01	Applying Accounting Standards
PRO-U5320.01A	Complying with Closing Dates for Financial Repository
PRO-U5320.01B	Processing Financial Transactions in the Financial Repository
PRO-U5320.01C	Fiscal Year End Reporting to State Financial System
PRO-U5320.01D	Processing Month End Closing of Financial Repository
PRO-U5320.01E	Monthly Reporting to State Financial System
PRO-U5320.01F	Annual Preparation of CAFR and Federal Assistance Reporting
PRO-U5320.01G	Closing of Accrual Period in Financial Repository
POL-U5320.02	Managing University Financial Data
POL-U5320.03	Authorizing and Defining the Responsibilities of Financial Managers
POL-U5320.04	Establishing and Using the Chart Accounts
PRO-U5320.04A	Requesting Additions, Changes & Deletions to the University Chart of Accounts
PRO-U5320.04B	Deleting Components from the University Chart of Accounts
POL-U5320.05	Using Subsystems to Generate Financial Data
PRO-U5320.05A	Transferring Subsystem Financial Data to the Financial Repository
POL-U5320.06	Using Journal Vouchers to Generate Financial Data
PRO-U5320.06A	Using Journal Vouchers to Record Financial Transactions
POL-U5320.07	Maintaining Financial Data for Affiliated Entities
POL-U5320.08	Performing Analytic Reviews of University Financial Data
POL-U5320.09	Reporting Financial Information to External Entities
POL-U5320.10	Reconciling University Financial Accounts
PRO-U5320.10A	Reconciling University Financial Accounts
POL-U5320.11	Managing University Tax Liability
PRO-U5320.11A	Calculating and Reporting University Tax Liability
PRO-U5320.11B	Determining Tax Impact of Activities
POL-U5320.12	Creating and Maintaining Vendor and Customer Information
PRO-U5320.12A	Creating Customer Records
PRO-U5320.12B	Creating Vendor Records
PRO-U5320.12C	Reviewing Vendor Record Changes
POL-U5320.13	Coordinating and Responding to External Financial Audits
PRO-U5320.13B	Responding to Audit Issue
POL-U5320.14	Coordinating Exit Interviews for Financial Audits
PRO-U5320.14A	Coordinating Exit Interviews
POL-U5320.15	Coordinating Entrance Interviews for Financial Audits
PRO-U5320.15A	Coordinating Entrance Interviews
	<i>5335 - Systems</i>
	<i>5341 - Accounts Payable</i>
POL-U5341.01	Receiving Goods and Services
POL-U5341.02	Approving Invoices for Payment
POL-U5341.03	Distributing Payroll Payments
PRO-U5341.03A	Distributing Temporary Employee & Student Employee Payroll Checks
PRO-U5341.03B	Distributing Permanent Payroll Checks
POL-U5341.04	Distributing Non-Payroll Payments
PRO-U5341.04A	Distributing Emergency Payroll and Non-Payroll Checks
	<i>5345 - Mail Services</i>
POL-U5345.01	Using Campus Mail

WWU POLICIES and PROCEDURES

New #	Title
	<i>5346 - Assets</i>
POL-U5346.01	Identifying and Recording University Assets
POL-U5346.02	Disposing of University Assets
PRO-U5346.02A	Disposing of University Assets
PRO-U5346.02B	Disposing of Hazardous Assets
PRO-U5346.02C	Surplusing University Assets
PRO-U5346.02D	Selling University Assets
PRO-U5346.02E	Scrapping University Assets
POL-U5346.03	Safeguarding University Assets
POL-U5346.04	Accounting for University Assets
POL-U5346.05	Inventorying Consumable or Retail Assets
	<i>5348 - Purchasing and Contracts</i>
POL-U5348.01	Purchasing with University Funds
PRO-U5348.01A	Purchasing Goods Under Designated Dollar Limit
PRO-U5348.01B	Using P-card to Purchase Goods Under Designated Dollar Limit
PRO-U5348.01C	Using Purchase Form to Purchase Goods Under Designated Dollar Limit
PRO-U5348.01D	Using a Check Request Form To Purchase Goods Under The Designated Dollar Limit
PRO-U5348.01E	Purchasing Good Over the Designated Dollar Limit
PRO-U5348.01F	Purchasing from a Sole Source
POL-U5348.03	Authorizing and Monitoring Purchases
POL-U5348.04	Using a Purchasing Card (PCard)
PRO-U5348.04A	Obtaining a Purchasing Card
PRO-U5348.04B	Using PCard Within Purchasing Department
TSK-U5348.04A	Reviewing PCard Transactions
TSK-U5348.04B	Approving PCard Transactions
TSK-U5348.04C	Auditing PCard Activity
POL-U5348.05	Reviewing and Approving University Contracts
POL-U5348.06	Authorizing Contract Signature Authorities
PRO-U5348.06A	Authorizing Signature Authorities
POL-U5348.07	Managing Contracts
POL-U5348.08	Contracting for Personal Services
POL-U5348.09	Paying Honoraria to Non-Employees
PRO-U5348.09A	Paying Honoraria
POL-U5348.10	Authorizing and Reimbursing Travel for Official University Business
POL-U5348.12	Reimbursing Employees for Official University Business
PRO-U5348.12A	Reimbursing Employees
POL-U5348.13	Purchasing Lounge Appliances
	<i>5351 - Cash Handling</i>
POL-U5351.01	Authorizing & Maintaining Cash Receipting Locations
FRM-U5351.01A	Cash Receipting Authorization Form
POL-U5351.02	Training Cash Handlers
POL-U5351.03	Supervising Cash Handling Activities
POL-U5351.04	Issuing & Maintaining Pre-numbered Receipts
PRO-U5351.04A	Issuing Maintaining and Accounting for Manual Receipt Books and Receipts
POL-U5351.05	Maintaining Accountability Over Cash
POL-U5351.06	Accepting Cash
PRO-U5351.06A	Reviewing for Counterfeit Currency
PRO-U5351.06B	Processing & Converting Canadian Cash
TSK-U5351.06A	Reviewing & Endorsing Checks
TSK-U5351.06B	Cashing Employee and Student Checks
POL-U5351.07	Handling Rejected Items & Items Returned by the Bank

WWU POLICIES and PROCEDURES

New #	Title
POL-U5351.08	Balancing Cash to Receipts
PRO-U5351.08A	Handling Overages & Shortages
POL-U5351.09	Depositing Cash
PRO-U5351.09A	Depositing Cash
FRM-U5351.09A	24 Hour Deposit Waiver & Deposit Security Form
PRO-U5351.09B	Waiving 24 Hour Deposit Requirement
POL-U5351.10	Maintaining Physical Control Over Cash
PRO-U5351.10A	Maintaining Back-Up Keys & Combinations Within a Department
PRO-U5351.10B	Maintaining Back-Up Keys & Combinations Within a Central Facility
POL-U5351.11	Transporting Cash
POL-U5351.12	Authorizing & Maintaining Petty Cash Funds
PRO-U5351.12A	Obtaining Petty Cash & Change Funds
FRM-U5351.12A	Petty Cash & Change Fund Authorization
PRO-U5351.12B	Reimbursing Petty Cash Funds
PRO-U5351.12C	Advancing Temporary Change Funds to Departments
POL-U5351.13	Accepting, Processing and Securing Bankcard Information
FRM-U5351.13A	Bankcard Authorization Form
POL-U5351.14	Accepting, Processing and Securing Payments Through the Internet
FRM-U5351.14A	E-Commerce Authorization Form
	<i>5352 - Billing and Collection</i>
POL-U5352.01	Charging the Public for Goods and Services
PRO-U5352.01A	Charging and Billing the Public for Goods and Services
PRO-U5352.01B	Preparing the Customer Invoice
POL-U5352.02	Billing Students' Accounts
PRO-U5352.02A	Assessing Tuition and Mandatory Fees to Students
PRO-U5352.02B	Maintaining Banner Fee Assessment Rules
PRO-U5352.02C	Maintaining Banner Fee Assessment Tables
PRO-U5352.02D	Charging Course Fees by Attaching Fee to the Course Number
POL-U5352.03	Applying Credits to Students' and General Receivable Accounts
PRO-U5352.03B	Correcting or Adjusting General Receivables Invoices
PRO-U5352.03C	Maintaining Banner Fee Assessment Tables
PRO-U5352.03D	Applying Tuition Waivers to Students Accounts
PRO-U5352.03E	Correcting or Adjusting Student Accounts
PRO-U5352.03H	Processing Direct & Plus Loan Paper Promissory Notes
PRO-U5352.03I	Processing Perkins Loan Promissory Notes
POL-U5352.04	Refund Policy
POL-U5352.05	Issuing Refunds for Credit Balances on Student or General Receivable Accounts
PRO-U5352.05A	Refunding Credit Balance on Student Account
PRO-U5352.05B	Refunding Credit Balance on General Receivable Account
PRO-U5352.05C	Requesting Refund of Overpayment not on Receivable Account
POL-U5352.06	Generating and Sending Monthly Statements
POL-U5352.07	Requesting funds from Federal Agencies
POL-U5352.08	Collecting Accounts Owed to the University
POL-U5352.09	Collecting Long Term Student Loans
POL-U5352.10	Writing Off Uncollectible Accounts
POL-U5352.11	Repaying Unearned Financial Aid
POL-U5352.12	Establishing Allowances for Bad Debt
POL-U5352.13	Charging and Billing Fines
	<i>5353 - University Box Office</i>
POL-U5353.01	Selling Tickets for Performance Events

WWU POLICIES and PROCEDURES

New #	Title
5400-5500	HUMAN RESOURCES
POL-U5400.03	Taking and Reporting Leave During Inclement Weather
POL-U5400.04	Suspending University Operations
FRM-U5400.04A	Essential Information Checklist
POL-U5400.05	Using University Resources
POL-U5400.07	Determining Classification and Compensation for Classified Positions
FRM-U5400.07A	Classified Position Questionnaire
POL-U5400.08	Conducting Background Checks
FRM-U5400.08A	Criminal Conviction Verification
POL-U5400.11	Verifying Employment Eligibility
PRO-U5400.11A	Processing New Hire Documentation
POL-U5400.13	Using University Property for Political Activity
POL-U5400.14	Western Idea Network (WIN)
POL-U5400.17	Professional Staff Policy on Consulting and Other Outside Compensated Professional Activities
POL-U5400.18	Faculty Policy on Consulting and Other Compensated Professional Activities
POL-U5400.19	Honoraria Policy
POL-U5400.20	Financial Disclosure Policy
POL-U5400.21	Managing Wireless Voice/Data Devices
PRO-U5400.21A	Providing Employee Stipend for Wireless Device
FRM-U5400.21A1	Wireless Service Communications Agreement (not yet available 07-31-09)
PRO-U5400.21B	Requesting Approval to Purchase Department Wireless Phone
FRM-U5400.21B1	Approval Request for Department Voice Phone (not yet available 07-31-09)
PRO-U5400.21C	Requesting Use of Department Wireless Phone
FRM-U5400.21C2	Department Wireless Phone User Call Log
FRM-U5400.21C3	Department Wireless Phone Checkout Log
POL-U5400.25	Temporary Policy to Facilitate Internal Placements
PRO-U5400.25A	Filling Vacancies Through Internal Placements
POL-U5410.01	Conflict of Interest Resulting from Family Relationship
POL-U5410.02	Permitting Flexible Work Schedule
POL-U5410.03	Taking Family or Medical Leave
POL-U5410.04	Drug Alcohol US DOT Compliance
POL-U5410.05	Administering Work and Leave Time Reports
POL-U5415.01	Teleworking
FRM-U5415.01A	Self Certification Safety Checklist
FRM-U5415.01B	Telework Request Assessment
FRM-U5415.01C	Telework Agreement
POL-U5440.02	Administering the Western Washington University Retirement Plan
POL-U5440.03	Reviewing Professional Staff Salary Assignments
PRO-U5440.03A	Reviewing Professional Staff Salary Assignments
POL-U5440.06	Determining Classification and Compensation for Professional Staff Positions
FRM-U5440.06A	Professional Staff Position Review Form
5600	PUBLIC SAFETY
POL-U5610.01	Issuing and Using University Keys
POL-U5615.01	Responding to Campus Violence or Threats of Violence
POL-U5620.01	Possessing Firearms and Dangerous Weapons on WWU Campus
POL-U5620.02	Sex Offender Notification Policy
PRO-U5620.02A	Sex Offender Notification Procedure

WWU POLICIES and PROCEDURES

New #	Title
POL-U5620.03	Parking & Traffic Regulations
POL-U5620.04	Dogs On Campus
POL-U5620.05	Using Bicycles on Campus
POL-U5620.06	Using Skateboards on Campus
POL-U5620.07	Appeals from Parking Violations
5950	ENVIRONMENTAL HEALTH AND SAFETY
POL-U5950.01	Health, Safety and Environmental Protection
PRO-U5950.01A	Custodial Eye Protection
PRO-U5950.01B	Indoor Air Quality
PRO-U5950.01D	Dangerous Waste Training
POL-U5950.02	Confined Space
PRO-5950.02A	Entering Confined Spaces - Fairhaven Tunnels
POL-U5950.03	Emergency Management Plan
POL-U5950.04	Fines Arising from Environmental Health and Safety Citations
POL-U5950.05	Lockout/Tagout for Control of Hazardous Energy
POL-U5950.07	Blood borne Pathogens
POL-U5950.08	Office Fire Safety
PRO-U5950.08A	Office Fire Safety
POL-U5950.09	Waste Reduction and Recycling
POL-U5950.10	Providing Workers' Compensation and Transitional Return-to-Work
PRO-U5950.10A	Implementing Workers' Compensation
POL-U5950.11	Children on Campus
POL-U5950.12	Smoking Tobacco
POL-U5950.13	Access to Workers' Compensation Claim Information
PRO-U5950.13A	Access to Workers' Compensation Claim Information
POL-U5950.14	Risk Management and Insurance
POL-U5950.15	Using Non-owned Aircraft
POL-U5950.16	Managing Refrigerants
POL-U5950.17	Traveling Outside the United States
POL-U5950.18	Underwater Diving
POL-U5950.19	Reporting Loss of University Funds
PRO-U5950.19A	Reporting Loss of University Funds
POL-U5950.20	Using 12 and 15 - Passenger Vans
6000	UNIVERSITY ADVANCEMENT
POL-U6000.01	Board of Trustees - Gifts to Foundation
POL-U6000.02	Naming University Facilities
6500	UNIVERSITY RELATIONS
	<i>No policies in this area.</i>
7000-9000	STUDENT AFFAIRS
POL-U7100.01	Student Records Policy (WAC)
POL-U7100.02	Using Email Accounts for Official Correspondence with Students
POL-U7300.01	Campus Services, Access to: Career Planning and Placement Center
POL-U7400.01	Policy Concerning Alcohol and Other Drugs
POL-U7400.04	Pandemic Influenza Response Policy
POL-U7600.01	Student Financial Aid: Satisfactory Academic Progress for Financial Aid Recipients
POL-U8000.01	Using the University Bookstore

WWU POLICIES and PROCEDURES

New #	Title
POL-U8500.01	Space Allocation: Exterior Space
POL-U8610.01	Recognition Policy
PRO-U8610.01A	Recognition Procedure
POL-U8650.01	Campus Wide Posting
POL-U8650.02	Sale of Goods and Services (Associated Students)
POL-U8670.01	KUGS—A.S. Radio Station
POL-U8800.02	Textbook Ordering Policy