

UWSA Policy & Procedure Workgroup

Terri Gill will be chairing a group of campus accounting staff that volunteered at the last Financial Services Conference to be part of a project workgroup charged with the following:

- Redesign of UWSA's Financial Administration website -streamline navigation, improve search capabilities, offer web printable pages and forms
- Streamline and standardize UWSA financial policies - eliminate FPPPs and GAPPs for standardized numbering system. Separate policy from procedure. Separate policy from procedures but reference procedural links from policy
- Develop high-level end user best business practices and business process documents for the most frequently used processes
- Update current policies and create new policies for topics not currently covered

Each revised or newly created policy will be reviewed by a volunteer subset of the Controller's group prior to being submitted to the full Controller list for review and approval.

The member and contact information for the P&P workgroup and review group are attached.

Priority Items

- Develop a UWSA policy to address the payments of electronic mobile devices and remote internet access
- Develop policy and tax reporting procedures to address the untimely filing of reimbursable expenses. (file within 60 days of trip end or is tax reportable to employee)
- Develop policy and procedures to address payments to human subjects, other research subjects, survey participants
- Develop policy and procedures to address stale dated checks and unclaimed property
- Revise current travel policy to more thoroughly address pre-payment of travel expenses and the payment of travel packages
- Revise policies and procedures on personal service payments
- Revise policies and procedures for prizes, awards and gifts