

**INTRODUCTION TO *THE GUIDE***

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## INTRODUCTION TO *THE GUIDE*

### I. PURPOSE OF CHAPTER 1

The purpose of this chapter is to orient employees to the organization and content of *Financial Management Guide*, otherwise known as *The Guide*. This chapter also discusses the procedures used to update the information contained in *The Guide*.

### II. GENERAL INFORMATION ABOUT *THE GUIDE*

The Office of Finance and Administration publishes the *Financial Management Guide*, also known as *The Guide*. *The Guide* is designed to provide employees of Adams State College with convenient access to the policies and practices associated with campus financial operations. *The Guide* presents policy statements to aid in decision-making, and procedural steps for process implementation. *The Guide* addresses, in a comprehensive manner, the responsibilities to be carried out by employees who have finance duties as a portion of their job. To this end, the content of *The Guide* emphasizes internal controls, accounting operations, and budgeting functions. *The Guide* also makes reference to procurement-related processes such as purchasing, PCARD, payables, and travel.

The goal is to make the contents and organization of *The Guide* as clear and user-friendly as possible.

### III. REVISIONS AND UPDATES TO *THE GUIDE*

The policies and procedures contained in *The Guide* are subject to modification. Although *The Guide* initially will be issued in hard-copy format, all revisions and updates will be posted on-line on the ASC Policy website. These will be announced via portal announcements. It is the responsibility of each department to access the new material and to follow the updated policies.

### IV. KEEPING CURRENT WITH CAMPUS FINANCIAL NEWS

Departmental staff is advised to check the ASC Policy Web site regularly to receive updated information about campus financial policies and practices, and to stay apprised of important accounting and budget deadlines.