



## Policies & Procedures Guide

The University

Administration

Business Affairs

Accounting

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Policies &

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### Policies & Procedures Guide for Faculty & Staff

A guide to assist all members of the Francis Marion University Faculty, Staff, and Administration with various aspects of internal procedures which are required in order to adhere to State and Federal Guidelines. Please follow carefully the guidance contained in these pages.

THE LANGUAGE USED IN THE POLICIES AND PROCEDURES WITHIN THIS GUIDE DOES NOT CREATE A BINDING EMPLOYEE CONTRACT BETWEEN THE EMPLOYEE AND THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THESE POLICIES AND PROCEDURES AT ANY TIME.

This site is maintained by the Office of Financial Services at Francis Marion University.

#### Search by Department

This site is linked to websites of the following Business Affairs offices:

[Accounting/Cashier](#)

[Campus Police \(Public Safety\)](#)

[Dining Services](#)

[Facilities Management \(Physical Plant\)](#)

[Financial Services](#)

[Purchasing \(Procurement\)](#)

This website is also linked to information from additional offices on campus:

[Asset Management \(Inventory\)](#)

[Campus Applications and Data Services](#)

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[Intra-Institutional Transfer \(IIT\)](#)

[Inventory Control](#)

[Items Susceptible to Theft](#)

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[Payroll \(Faculty, Staff, Students\)](#)

[Policy for Reimbursement for Personal Consumption Items at Employee's Official Headquarters](#)

(Related form: [Entertainment Expense Documentation Form](#))

[Procurement \(Purchasing\)](#)

[Programming Request](#)

[Publications and Printing](#)

[Receipting and Invoicing](#)

[Supplementary W-2's](#)

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[Travel Policy for Faculty and Staff](#)

[Travel Policy for Student or Student Group](#)

[Utilization of University Facilities and Campus Space](#)

[Vehicle Reservations/Rentals](#)

