



1.20 How to Use This Manual

1.20.10 July 1, 2003

How the manual is organized

The first half of this manual focuses on **administrative topics**. Users with a hard copy of the manual will find these chapters in Volume I.

- 1 - Introduction
- 10 - Travel
- 12 - Transportation
- 15 - Personal Service Contracts
- 16 - Client Service Contracts
- 20 - Internal Control & Auditing
- 25 - Payroll
- 30 - Capital Assets
- 35 - Inventories
- 40 - E-Commerce
- 45 - Purchase Cards
- 50 - Federal Compliance
- 55 - Audit Tracking
- 60 - Moving Expenses
- 65 - Financial Services Agreements
- 70 - Other Administrative Regulations

The second half of the manual focuses on **accounting topics**. Users with a hard copy of the manual will find these chapters in Volume II.

- 75 - Uniform Chart of Accounts
- 80 - Accounting Policies
- 85 - Accounting Procedures
- 90 - State Reporting
- 95 - Federal Assistance Reporting

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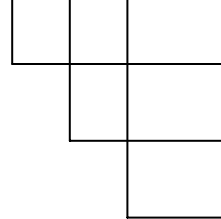
How the manual is numbered

The manual has three layers of organization:

- Chapters - The major subjects of the manual
- Sections - Define the major topics within a subject
- Subsections - The actual policies

The policies in this manual are numbered using a three part code which reflects these levels.

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The first number is the Chapter number.

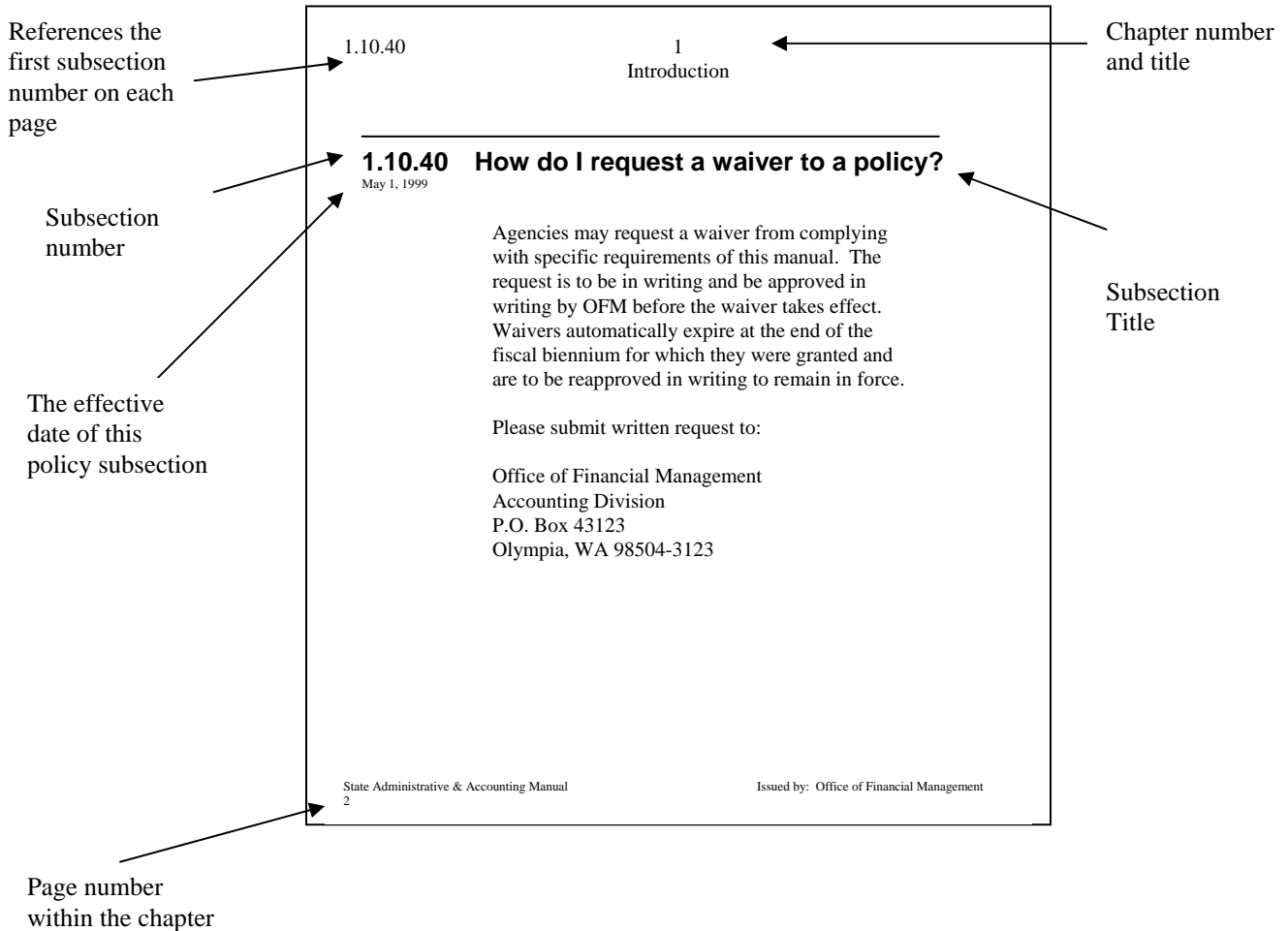
The second number is the Section number.

The third number is the Subsection number.

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May 1, 1999

Page layout



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Other tools within the manual

- Subject Index** – The on-line version of the manual provides direct links from the index to the referenced subsection. A complete index has been provided in the front of each volume of the hard-copy manual.
- Forms Index** – An index of all the forms found in the manual. A complete forms index has been provided in each volume of the hard-copy manual.
- Glossary** – The on-line version of the manual provides direct links from referenced words in the policies to the glossary. A complete glossary has been provided in each volume of the hard-copy manual.