

MEMO

TO: Institutional Policies Committee

FROM: Jeffrey West, Assoc. Vice President, Finance

DATE: Jan. 5, 2018

SUBJECT: Retirement of Policy 3-193

As part of the institution's strategic initiative known as P2P (Procure-to-Pay), we are revamping the tools and procedures for effecting sales between university departments. Currently most of these types of transactions are handled using a paper form called a Campus Order. As part of our overall modernization efforts, we are using business automation tools, workflow, and electronic approvals to replace the old, manual methodologies for handling the intra-university sales. As part of this effort, we are reviewing any related university policies to ensure relevancy and currency.

Policy 3-193 "Requesting Service from Campus Agencies" was written in 1981 and needs to be retired. It was written at a time when the campus order form was new, and its content reflects the wording of a procedure, rather than a policy. The substance of the document is also self-evident to anyone filling out the paper form, and the entire document is now neither relevant nor current. It should not be part of the Regulations Library. As the policy owner/officer, I would like to retire this policy immediately.