BUSINESS POLICIES AND PROCEDURES MANUAL

INTRODUCTION
00.01.1
Revised 5-18
Procedures, Records, and Forms
509-335-2005

Introduction to the *Business Policies and Procedures Manual*

OVERVIEW

The *Business Policies and Procedures Manual* (*BPPM*) is intended to guide and assist employees and administrators in the conduct of day-to-day administrative functions of the University.

Topics in the *BPPM* have general interest to many or all University departments. The *BPPM* does not include sections that exclusively describe internal central administration procedures or procedures that impact only one or two University units. See the *BPPM* Table of Contents, for the complete list of subjects that the *BPPM* covers.

The *BPPM* contains instructions for completing forms and provides detailed procedures for requesting services from University units and external organizations.

Procedures are based upon approved University administrative policies and applicable state and/or federal statutes and regulations. Sections may include both policy and procedural statements.

Access

The Office of Procedures, Records, and Forms (PR&F) maintains HTML AND PDF versions of the *BPPM*. In the event of a conflict between the HTML and PDF versions of the *BPPM*, the PDF is the authoritative version.

Access both manual versions through the PR&F website at:

policies.wsu.edu/prf/

Unit administrators are responsible for ensuring that unit employees and students have ready access online for viewing the *BPPM*.

MANAGEMENT OF *BPPM*

Initiating Changes

Usually, administrators initiate revisions or additions of *BPPM* content that describes functions for which they are responsible. However, any University employee or group may suggest changes or additions to any section of the *BPPM*. To initiate changes or additions, contact PR&F; telephone 509-335-2005.

Other changes may result from updated or new regulations from state or federal agencies.

Procedures, Records, and Forms (PR&F)

While the substance of the *BPPM* is established by administrators, the staff of PR&F writes or edits the material prior to publication. This practice ensures consistent language, organization, and format throughout the *BPPM* and promotes comprehension and access.

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Review and Approval	University administrators who are responsible for described functions approve policies and procedures. Final approval is obtained in accordance with *Executive Policy* EP5.
	Other individuals and groups may also review *BPPM* sections prior to inclusion, e.g., selected departmental administrators and employees who perform described functions. Employee union officials may be requested to review material that affects employee working conditions. Faculty Senate and other staff committees may also be requested to review drafts of materials that could affect their constituencies. Presidential committees likewise may be requested to review materials which apply to their areas of responsibility.
Notification of Revisions	When a *BPPM* revision is approved and published online, PR&F places a revision notification in WSU Insider with general information about changes in policy or procedure.
	Copies of revision notifications may also be viewed from the PR&F Revision Announcements webpage at:
	policies.wsu.edu/prf/index/revisions/
Outdated Material	Issuing departments are responsible for ensuring that the policy/procedure sections in the *BPPM* reflect current practices. Departments are to periodically review the sections and update the documents as necessary in conformance with University procedures. See EP5.
	In order to maintain current information in the *BPPM*, PR&F also manages a review process.
First Review Request	When a section appears to contain outdated material, PR&F sends an Existing Section Review Request and a copy of the section to the responsible administrator.
	The administrator determines whether or not the section requires updating. If the section requires updating, the administrator indicates the items to be changed on the review request form or attached copy. The administrator returns the signed review request and section to PR&F by the Respond By date.
Second Review Request	If PR&F receives no reply within one month from the first respond date, copies of an Existing Section Review Request and the section are sent to the responsible administrator and the unit's executive administrator.

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Final Review Request

If PR&F receives no reply within one month from the second respond date, a final request may be sent to the unit's executive administrator. If PR&F determines that the existing section information no longer reflects University practices, the final request may include notification of the anticipated removal date.

Removal of Section

PR&F may remove the outdated section from the *BPPM* if a response is not received within one month of the final request date.

ORGANIZATION OF THE *BPPM*

Refer to the main table of contents to locate chapters. Selecting a chapter takes the viewer to the table of contents for that chapter.

For ease of use, sections or topics may be found by accessing the search engine available in the left navigation bar on the PR&F website.

Chapters

The manual is divided into chapters that broadly reflect various University administrative functions. Chapters are listed in the main table of contents.

Sections

Each chapter includes several sections. Each section is intended to provide functional information regarding a specified topic. A table of contents that lists the sections found in each chapter is located by selecting the actively linked chapter name in the main table of contents.

Page Identification

The following numbered descriptions coincide with the information included in each page heading (see Figure 1).

(1) Chapter Title

The chapter title identifies what *BPPM* chapter the page belongs in.

(2) Page Number

The page number includes a chapter number, section number, and the sequential page number for the section. These numbers are divided by periods.

(3) Issue Date

Each page heading includes the date it was issued or revised, i.e., New 10-16 or Revised 6-17.

If the administrators determine that a section does not require revision after receiving a review request from PR&F, the page heading is revised to include the date the section was last reviewed, e.g., Reviewed 4-15 (see Figure 2). (See Outdated Material.)

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(4) Contact Information

The name and telephone number of the WSU unit responsible for the section is included to enable users to contact personnel who can resolve questions about the policy or procedure. If more than one unit is responsible for a particular section, all of the responsible units are listed.

NOTE: Sections owned by a large number of units do not include the unit names and telephone numbers in the header. Responsible unit information is then provided in the section text.

(5) Section Title

The section title is included in the page heading to identify the *BPPM* section to which individual pages belong.
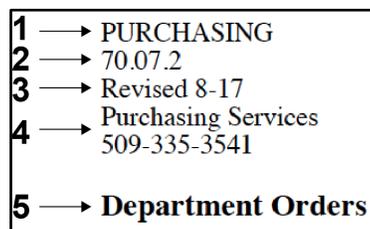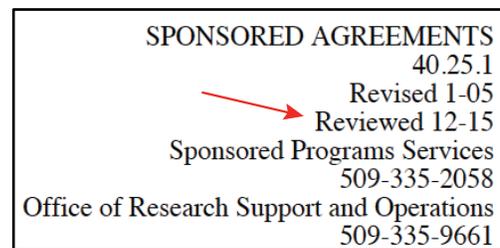
1 → PURCHASING
2 → 70.07.2
3 → Revised 8-17
Purchasing Services
4 → 509-335-3541
5 → **Department Orders**

Figure 1

SPONSORED AGREEMENTS
40.25.1
Revised 1-05
Reviewed 12-15
Sponsored Programs Services
509-335-2058
Office of Research Support and Operations
509-335-9661

Figure 2

Identifying Revised Information

Substantive revisions are identified by a black line in the left margin of the PDF version.

REFERENCES AND OTHER SOURCES

Additional information may be available from sources cited throughout the manual. Those commonly cited include:

- *Revised Code of Washington (RCW)*

- *Washington Administrative Code (WAC)*

- *Washington State Administrative and Accounting Manual* published by the Office of Financial Management (cited as the *SAAM*)

- *WSU Faculty Manual*

- *WSU Student Handbook: Policies and Regulations*

- *Administrative Professional Handbook*

- *Laboratory Safety Manual*

- *Safety Policies and Procedures Manual (SPPM)*

- *Executive Policy Manual (EPM)*

- Governor's Executive Orders