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## I. REFERENCES

President's memorandum, March 13, 1961, announcing the University Manual System.

## II. INTRODUCTION

The purpose of this Bulletin is to outline procedures for publication and maintenance of a series of administrative directives which contain guidance for policy and procedural implementation in various administrative areas throughout the University. These publications are called Business and Finance Bulletins.

## III. PROCEDURES

### A. Distribution

Business and Finance Bulletins are published by Coordination & Review and are available through the BFB web site at:

<http://www.ucop.edu/ucophome/policies/bfb/>.

### B. Organization of the Bulletins

1. Business and Finance Bulletins are organized by section according to their general topic, and are identified by prefixes abbreviating that general topic. Following are the current sections and prefix designations:

Accounting	A-XX
Business Affairs	BUS-XX
General	G-XX
Information Systems	IS-XX
Internal Audit	IA-XX
Physical Plant Management	PM-XX
Records Management and Privacy of and Access to Records	RMP-XX

2. A table of contents is provided for each section. Campus and Laboratory locations are notified when new Bulletins are published, revisions are issued, or obsolete Bulletins are rescinded. Changes to the Business and Finance Bulletins are also published on the "What's New?" page of the BFB web site.

### C. Format of a Bulletin

1. The outline format of each Bulletin should follow the example provided in this chapter (i.e., I. A. B. 1. 2. a. b. (1) (2) (a) (b) (i) (ii) II.).
2. Each Bulletin should contain the following major sections:

- a. References (notations of President's policy or other source documents).
  - b. Introduction (primary purpose of the Bulletin, including items requiring special attention, definitions of terminology, etc.).
  - c. Procedures (the body of the Bulletin, including a statement on instructions and who will perform functions and when).
  - d. Responsibility (a summary page of the major responsibilities).
3. The date of publication, which is the effective date of the initial issuance or revision of a Bulletin, should be indicated in the heading
  4. The responsibility for individual Bulletins is assigned to appropriate offices within the Office of the President, and is noted in the Responsibilities section of each Bulletin. That office is responsible for assuring the accuracy of the information contained in a particular Bulletin.

D. Revision

Functional offices are responsible for updating existing Bulletins and for drafting new ones, as circumstances require. A revised Bulletin automatically supersedes all previous revisions.

All revisions, updates, and new Bulletins should be submitted in final electronic format to Nancy Capell, Coordination & Review, Michael O'Neill, Financial Management, after they have received appropriate functional area review.

E. Rescission

Obsolete Bulletins will be rescinded and will be removed from the BFB web site. Notice of rescission will be published on the "What's New?" web page.

F. Transmittal

The Business and Finance Bulletin Coordinators appointed at each location will receive notification from C&R of publication of new Bulletins and of revisions and rescissions. Notice to Chancellors and Laboratory Directors regarding such changes should be provided by the UCOP functional office responsible for a particular Bulletin.

IV. RESPONSIBILITIES

Coordination & Review will maintain quality control, and publish and maintain Bulletins on a current basis.

Each UCOP functional office assigned responsibility for a particular Bulletin must initiate, revise, or rescind those Business and Finance Bulletins which relate to major functions under its jurisdiction. A final draft of each such Bulletin shall be supplied in electronic format (see III. D. above) for review and issuance.