

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

01.01.99.P0.01 Overview of Administrative Procedures Manual

Issued: May 15, 1998
Supersedes: APM 1.01

1. Purpose

The purpose of the Administrative Procedures Manual is to provide departments with guidance on the required procedures for key administrative processes.

2. Maintenance and Updating

The Assistant Vice President for Fiscal and Administrative Services is responsible for the maintenance and updating of the manual.

3. Approvals

All procedures to be added to the Administrative Procedures Manual will be approved by the Vice President for Finance and Administration prior to issuance.

Contact: Asst. Vice President for Fiscal and Administrative Services