


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 0:002	Supersedes Policy Number: 0:002
Date: November 12, 1997	Dated: November 28, 1988
Subject: Policies Distribution	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:  President	

The Policy Manual may be viewed on the Administrative Computer System by using the APINFO option from the menu. Each person who has an account on the Administrative Computer System has access to the Policy Manual. The Policy Manual is also available at the APSU homepage under Administration APSU Policies and Procedures - www.apsu.edu. It shall be the responsibility of users to inform employees under their supervision who do not have access to the Administrative Computer System of new policies and revisions to present policies and to print hard copies for those employees if needed.

A Policy Manual will be maintained by each member of the President's Cabinet and the Library (one for Reserve Desk and two for archives). Hard copies of each policy will be distributed by the Office of the Vice President for Finance and Administration to the members of the President's Cabinet and the Library.