


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

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| Initiating Authority: Vice President for Finance and Administration | TBR Policy/Guideline Reference: |
| Approved:  President | |

The Policy Manual is available at the Austin Peay homepage under Administration - APSU Policies and Procedures- <http://www.apsu.edu>. It shall be the responsibility of users to inform employees under their supervision who do not have access to the Austin Peay Homepage of new policies and revisions to present policies and to print hard copies for those employees if needed.

An up-to-date hard copy of the Austin Peay State University Policy Manual will be maintained by each member of the President's Cabinet and the Library (one for Reserve Desk and two for archives). As updates/changes occur, 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.