

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 0:002	Supersedes Policy Number: 0:002
Date: February 6, 2003	Dated: December 21, 1999
Subject: Policies Distribution	
Initiating Authority: Vice President for Legal Affairs and Strategic Planning	TBR Policy/Guideline Reference:
Approved: President: signature on file	

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.

A hard copy with the President's signature will be maintained in the Legal Affairs and Strategic Planning office. As policies are updated on the web, the Vice President for Legal Affairs and Strategic Planning will notify each division.