

**ADMINISTRATIVE PROCEDURES**

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| **01.01 Development and Publication of Administrative Procedures**  | **Revised: May 5, 2023** |

1. GOVERNING REGULATIONS

This procedure is governed by System Policy [01.01](http://policies.tamus.edu/01-01.pdf) *System Policies, Regulations, and Member Rules and Procedures*.

2. DEVELOPMENT

2.1 Administrative Procedures are written to document the key administrative processes necessary to support the requirements of System Policies and Regulations, agency Rules, and other needs of the agency.

2.2 Administrative Procedures are developed through the joint efforts of the Associate Director for Finance and Administration and the responsible administrators. In addition to ensuring the Administrative Procedures are developed in a concise and standard format, the Policy and Review Coordinator helps ensure that they:

a. comply with governing statutes, policies, regulations, and rules.

b. provide proper internal controls.

c. provide an efficient and effective administrative process.

2.3 In developing the Administrative Procedures, proper references are made to governing System Policies and Regulations or agency Rules.

3. APPROVAL

 Administrative Procedures are approved by the responsible administrator(s). Additionally, the Associate Director for Finance and Administration obtains appropriate reviews and approvals from the Director and Associate Directors on matters affecting agency policy or significant changes to agency procedures.

4. PUBLICATION

 The Associate Director for Finance and Administration disseminates approved Administrative Procedures to personnel through the agency e-mail accounts. An electronic version of the Administrative Procedures Manual is maintained on the agency web site.

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