



# Conversion Chart for SUNY Item Numbers



Previous SUNY Administrative Procedures		Current University-wide Policy and Procedure Library	
Item #	Title	Item #	Title
005	Rules and Regulations Pertaining to Residence in Dormitory Housing	3651	Rules and Regulations Pertaining to Residence in Residence Hall Housing
005.1	Rules and Regulations Pertaining to Students Housed in State University Owned, Leased or Operated Facilities	3652	Rules for Students Housed in University Owned, Leased or Operated Facilities
005.2	Off-Campus Housing Services – Regulations	3450	Off-Campus Housing Services Regulation
006	Transportation of Persons Requiring Emergency Medical Care	3853	Transportation of Persons Requiring Emergency Medical Care
007	Policy on Use of University Facilities by Commercial Enterprises	5605	Policy on Use of University Facilities by Commercial Enterprises
007.1	State University Campuses or Facilities Use of Computer Equipment or Services by Non-Affiliated Institutions and Organizations	5603.2	Appendix A in Use of Computer Services by Non-Commercial Organizations.
007.2	On-Campus Banking Services	N/A	
008	Use of University Facilities by Non-Commercial Organizations	5603	Use of Facilities by Non-Commercial Organizations
009	Individuals Authorized to Approve State Vouchers	N/A	
010.0	Tuition, Fees, Rentals and Other Charges	7814	Tuition, Fees, and Other Charges - Definitions
010.1	Establishment of Residence for Tuition Purposes	7810	Residency, Establishment of for Tuition Purposes
010.2	Unpaid Tuition, Fees, Other Charges & Loan Obligations	7301	Billing, Refunds, Collection, Write-offs Policy for Tuition, Fees, Other Charges
010.3	Payment of Tuition & Other Charges by Credit Card	N/A	
010.4	Third Party Payment of Tuition, Fees, Rentals & Other Charges	7813	Third Party Payment of Tuition, Fees, Rentals & Other Charges
010.5	Third Party Payment of Program Costs	7812	Third Party Payment of Program Costs
010.6	Office of Vocational Rehabilitation Sponsored Students	N/A	
020	Payment of Page Costs for Articles Published in Scholarly Journals	N/A	
050	Fees, Charges and Deposits	7804	Fees, Rentals, and Other Charges
051	Dormitory Operations Under IFR Procedures	7605	Residence Hall Operations Under IFR Procedures
051.1	Dormitory Telecommunications Policy	7606	Residence Hall Telecommunications Policy
052	College Fee	7800	College Fee
053	Student Activity Fees	Separated into two documents:	
		3900	Student Activity Fees - Fiscal & Accounting Procedures
		3901	Student Activity Fees - Mandatory
054	Pre-Admission Deposits – Undergraduate Programs	7801	Deposits - Pre-admission – Undergraduate Program
054.1	Pre-Admission Deposits – Graduate Program	7802	Deposits - Pre-admissions - Graduate Program
055	Tuition – Fees, Rentals, and Other Charges	Combined into one document:	

055.1	Fees, Rentals and Other Charges Tuition - Deferral of Tuition	7815	Tuition Schedule
055.2	Tuition – General Policies, Rules and Regulations		
055.4	Fees, Rentals and Other Charges Tuition - Credit Courses Given by Educational Television	N/A	
055.5	Fees, Rentals and Other Charges Tuition - Credit Courses Given by Independent Study/Correspondence	N/A	
057	Refunds	7301	Combined into one document: Billing, Refunds, Collection, Write-offs Policy for Tuition, Fees, Other Charges
057.1	Refunds – Tuition and Fees		
057.1.1	Refunds to Students whose Programs Drop Below 12 Credit Hours	7808	Refunds - Students Whose Programs Drop Below 12 Credit Hours
057.3	Refund Policy – Board	7806	Refund of Board
057.6	Refunds, College Fee	7301	Billing, Refunds, Collection, Write-offs Policy for Tuition, Fees, Other Charges
057.7	Refund for Pre-admission Deposits – Undergraduate Programs	7807	Refunds - Pre-Admission Deposits – Undergraduate Programs
057.8	Refund – Tuition Waiver, Critic/Supervising Teachers	In process	Critic Teacher Waiver Module
057.10	Refunds - Payment Made by Credit Card	N/A	
059	Tuition and Fee Assistance for Employees	8205	Tuition and Fee Assistance for Employees
059.1	Waiver of Tuition, Fees and Other Charges - Waiver of Tuition for Specified Appointees	Separated into two documents:	
		8292	Waiver of Tuition for Specified Appointees, Policy on
		8293	Waiver of Tuition for Specified Appointees, Procedure for
059.1.1	Waiver of Tuition, Fees and Other Charges - Waiver of Tuition for Specified Appointees Application for TAP and/or SUSTA Benefits	Incorporated into 8293 Waiver of Tuition for Specified Appointees, Procedure for	
059.1.2	Waiver of Tuition, Fees and Other Charges - Waiver of Tuition for Specified Appointees Affidavits if Family Income Exceeds Prescribed Levels	1904.1	Appendix A in Waiver of Tuition for Specified Appointees
059.5	Waiver of Tuition for Critic or Supervising Teachers	1902	Tuition Waiver Program for Critic/Supervising Teachers, Policy on
059.5.1	Waiver of Tuition, Fees and Other Charges - Waiver of Tuition for Supervisors of Social Service Field Work	Separated into two documents:	
		1903	Tuition Waiver Program for Supervisor of Social Service Fieldwork, Policy on
		1904	Tuition Waiver Program for Supervisor of Social Service Fieldwork, Procedure for
059.5.2	Waiver of Tuition, Fees and Other Charges - Instructions for Processing Tuition Waiver Certificate Form 8-143 and A-143	N/A	
059.7	Waiver of Tuition, Fees and Other Charges - Course Auditors	7816	Waiver - Tuition for Course Auditors
060	Procedures for the Awarding of Graduate and Teaching Assistantships at State-Operated Campuses	N/A	
080	Appointment of Peace Officers and Security Officers	5400	Appointment/Removal & General Duties, Guidelines for Police Officers
080.1	Possession, Storage, Care and Use of Weapons and Firearms on State-Operated Campuses	5403	Firearms on State-operated Campuses
081	Use and Issuance of Uniform Traffic Tickets	N/A	

090	Travel Expenses for Official University Business	N/A	
091	Use of State-Owned and Privately Owned Vehicles for Official University Business	N/A	
092	Off-Premises Meetings	N/A	
095	State Passenger Vehicles	This is being separated into different documents.	
		5601	Passenger Vans
		9001	Suspected Fraud or Irregular Activities, Procedures for
101	Authorized Use of Facsimile Signature Machines Under Specified Controls	N/A	
103	Receipt and Handling of Student Loan Checks Under the Guaranteed Student Loan Program	N/A	
105	Preparation of Special Charge Vouchers for Payments to Foreign Vendors	N/A	
110	State Bank Accounts – Designation of Bank Depositories	7400	Combined into one document: State Bank Accounts
110.1	State Bank Accounts – Monthly Reports of Bank Balances		
110.2	State Bank Accounts – Collateral for State Monies		
113	Cash Advance Accounts	N/A	
118	Use of Insurance Payment Receipts for Repair of Accident Damage to State Vehicles	N/A	
123	Fees for Employees Attending Non-Credit Programs	N/A	
140	Obtaining Advance Honorariums for Distinguished Lecturers, Speakers & Performing Artists	N/A	
140.1	Obtaining Advance Payment for Lecturers, Speakers and Performing Artists as Required by Contract	N/A	
141	Honoraria Payable to Employees of State University	8950	Honoraria & Travel Reimbursement by University Employees
142	Payment of Honorariums/Fees (Non-State Employees)	N/A	
142.1	Payment of Honorariums/Fees Advance Payment with Non-State Funds	N/A	
151	Collection of Delinquent Accounts	7301	Combined into one document: Billing, Refunds, Collection, Write-offs Policy for Tuition, Fees, Other Charges
151.1	Write-Off to Student Delinquent Accounts Receivable and Overpaid Accounts		
152	Payroll Deduction for Collection of Traffic Fines	8801	Payroll Deduction for the Collection of Traffic Fines
152.1	Payroll Deduction for Collection of Traffic Fines - Research Foundation Employees	Being reviewed	
152.2	Payroll Deduction Program for Campus Related Foundations	Being reviewed	

157	Refunds	N/A	
157.1	Instructions for Preparing Request for Refund Form 8-99	N/A	
157.2	Instructions for Preparing Special Charge Voucher for Refunds	N/A	
161	Foreign Travel - Per Diem Rate	N/A	
165	Payment for Interview Travel Expenses Incurred by Candidates for Staff Appointment	8951	Travel Expense, Payment of Interview
166	Payment of Moving Expenses for New Appointees	8200	Moving Expenses, Payment of
170	Payments to the University Income Fund for Tuition Waivers	N/A	
240	Small Claims Procedures	Separated into three documents:	
		6303	Small Claims Policy
		6304	Small Claims \$250.01 to \$5K
		6305	Small Claims of \$250.00 or Less
250	Reporting Accidents	6607	Reporting Accidents
260	Gift Acceptance Procedures	Separated into three documents:	
		9250	Gift Acceptance Procedures
		9251	Naming Opportunities on State University Campuses, Policy
		9252	Naming Opportunities on State University Campuses, Procedure
300	Purchasing and Contracting Procedures	7553	Purchasing and Contracting (Procurement)
300.1	Group Purchasing Procedures - Hospitals and Clinics	Incorporated into 7553 Purchasing and Contracting (Procurement)	
300.2	Health Related Services Contract Procedures	4300	Health-Related Services Contract Procedures
310	Procedures for Processing Proposed Contracts and Contract Amendments	7553	Purchasing and Contracting (Procurement)
311	Procedures for Retaining and Paying for Non-Credit Continuing Education Instructional Services	8003	Retaining and Paying for Non-Credit Continuing Education Instructional Services
312	Procedures for Processing College Work-Study Program Agreements with Eligible Organizations	3401	Federal Work Study Program Agreements with Off Campus Agencies, Procedure for
323	Rental of Property Not Covered by Formal Lease or Contract	N/A	
343	Communications - Listing of Candidates for Degrees	N/A	
390	Civil Defense - Alternate College Pairing for Essential Records	N/A	
390.1	Civil Defense - Roster of Employees and Students	N/A	
501	Display of the Flag	5600	Display of the Flag
501.1	Display of the Flag		
510	Procedures for the Acquisition and Disposal of Real Property	N/A	
530	Physical Plant Management Table of Contents	N/A	
530.1	Physical Plant Preventive Maintenance Program	N/A	
530.2	Energy Conservation and Management	N/A	
530.3	Physical Plant Management - Project Requests	N/A	
530.4	Special Fund Estimate Procedures	N/A	
530.5	Short Form Contract Procedure	N/A	

530.6	Formal Contract Procedure	N/A	
530.7	Emergency Repair Procedures	N/A	
530.8	Construction Contracting Procedures	7554	Construction Contracting
530.9	Consultant Service Agreements	7555	Consultant Service Agreements
530.10	Design and Construction Activities on University Campuses	N/A	
540	Property Control System	N/A	