

# Facilities Management Operating Policies and Procedures Manual

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**Effective Date: 01-02-2007**

**Policy Number: 04-75-007**

**Section: Facilities and Services**

**Subject: Facilities Management Sponsored Training and Seminars**

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## **Purpose:**

Establish operating policy and procedures for Facilities Management Training and Seminars.

## **Procedures:**

All Facilities Management sponsored training and seminars must be approved by Assistant Vice Chancellor of Facilities Management in advance.

Upon approval, the Event Coordinator should prepare a business proposal for the training/seminar (refer to as seminar). The business proposal should include the following:

1. Expected benefits to ASU.
2. Proposed date and location of seminar.
3. Minimum number of participants needed to be cost effective.
4. Maximum number of participants' location can accommodate.
5. Preliminary budget proposal and other relevant information needed in cost.

The Event Coordinator should notify the Training and Development Coordinator to schedule a planning session to review the business proposal for conducting the seminar. The planning session will include Assistant Vice Chancellor, Training and Development Coordinator, Director of Business Services, Event Coordinator and any other staff deemed necessary.

## **Event Coordinator initiates the scheduling phase for seminar as follows:**

1. Establishes time requirements for seminar.
2. Schedule or secure meeting room or facility.

3. Contact potential participants by mailing out flyers or registration forms. Registration fee payments should be made in person at the cashier's window, by calling the cashier with a credit/debit card at (870) 972-3847, or by mailing the registration fee to: Attn: ASU Facilities Management, ASU Treasurer's Office, P.O. Box 2640, State University, Arkansas, 72467.
4. Notify the Training and Development Coordinator of registration dates.
5. Coordinate with Director of Business Services budget and procurement needs.
6. Manage or direct seminar process through completion.

**Facilities Management Training Office:**

1. Record participants that register for the seminar.
2. Notify all registered participants upon receipt of payment.
3. Forward any registration fees received to the Director of Business Services for deposit with the Cashier's Office.
4. Forward registration list to Event Coordinator after close of seminar registration.

**Business Office:**

1. The Cashier's Office will process registration fees and deposit them into the ASU approved account. All receipts and paperwork will be forwarded to the Director of Business Services who will provide any registration forms to the Training Office along with payment status.
2. Review training/seminar funding and accounting needs with the Event Coordinator.
3. Any fund balance retained will be reallocated for future training of FM employees.
4. Complete final budget analysis of seminar and distribute information to senior staff.

- Revised 1-7-2011 to change cash collection to Treasurer.