

Track # _____
 DATE: _____



POLICY COVER SHEET
 (See *Faculty Staff Handbook 1460*)

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*
 Minor Amendment

Chapter & Title: _____

Administrative Procedures Manual [APM] Addition Revision Deletion
 Minor Amendment

Chapter & Title: APM 10:41 – Surplus Property Inventory Procedures

*Note: Obtain original document from apm@uidaho.edu or fsh@uidaho.edu, make changes using “track changes,” attach completed cover sheet to track changed document, return both to annat@uidaho.edu

Originator: _____ Charles M. Zillinger
 Telephone & Email: _____ 885-6633 or charlesz@uidaho.edu

Policy Sponsor: (If different than originator.) _____
 Telephone and Email: _____

- I. **Policy/Procedure Statement:** Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual. ***Need to make updates for actual hours of public sales. Times have changed since procedures were first initiated.***
- II. **Reason/Rationale:** Reason this addition, revision, and/or deletion is necessary, if different than above? ***To correct and modify the policy to reflect current standards and address problems as well as give correct information.***
- III. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have? ***No cost... will keep folks informed so they don't waste gas and time coming over when we are actually closed.***
- IV. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change. ***None at all for UI that I am aware of.***
- V. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. ***This policy has been in effect for the last couple of years... finally had someone note that the APM and our current hours didn't match.***