# **Document 1**

04\_SOP-Business-Plan.pdf

## Process Name

Standard Operating Procedure

## Date

Date: February 28, 2014

## Process Description

This procedure is specifically aimed to organize the steps in business planning activity for one stop shop sanitation services, so that they can be implemented consistently and well-planned according to the target.

## Linked Processes

8.1. Sanitation Business Plan Form

8.2. Market Analysis Form

8.3. Market Segmentation Form

8.4. Competitor Analysis Form

8.5. Promotion Form

8.6. Cost of Goods Manufactured Form

8.7. Production Capacity Form

8.8. Sales Projection Form

8.9. Operational Cost Projection Form

8.10 Cash Flow Projection Form

8.11 Profit and Loss Projection Form

8.12 Business Initial Capital Form

8.13 Capital Source Form

## Documents

Sanitation Business Plan Form

Market Analysis Form

Market Segmentation Form

Competitor Analysis Form

Promotion Form

Cost of Goods Manufactured Form

Production Capacity Form

Sales Projection Form

Operational Cost Projection Form

Cash Flow Projection Form

Profit and Loss Projection Form

Business Initial Capital Form

Capital Source Form

Profit and lost projection form

04\_SOP Business Plan.docx

# **Document 2**

AccountsPayablePolicy.pdf

## Process Name

Accounts Payable Policy

## Date

Effective Date: 10/01/2016

Last Revision: 05/14/2018

## Process Description

The purpose of the Accounts Payable Policy and Procedures Manual is to provide consistent procedures for the Accounts Payable Division in the Galveston County Auditor’s Office. These procedures are intended to provide safeguards for maintaining the quality and integrity of the accounts payable system.

## Linked Processes

1.0 Staff Contact Information and Vendor Assignments

2.0 Invoice Scanning Process

3.0 Invoice Payment Process

4.0 Invoice Submission and Payment Calendar

5.0 Check Distribution Process

## Documents

Recurring payment form

Expense report form

Mileage claim form

Registration form

Affidavit of Lost Receipts (Forms 5.0)

Claim form

Galveston County Expense Report and Instructions

Galveston County Expense Report Example

Affidavit of Lost Receipts

Conference registration form

Form PEID: Person/Entity Information Datalast

Form W-9: Request for Taxpayer Identification Number and Certification

# **Document 3**

## accounts-payable-policy-procedures.pdf

## Process Name

ACCOUNTS PAYABLE POLICY AND PROCEDURES

## Date

Revised: 11/22/16

Revised: 09-26-16

Adopted: 3-25-08

## Process Description

The Accounts Payable (AP) Unit of the Controller’s Office within Financial Services is responsible for processing all payments for goods and services received by the University after determining that proper disbursement procedures have been met. The goal of the AP Unit is to process fully supported and documented payments consistently and accurately in a timely manner so that vendor terms are honored and the university may take advantage of cash discounts. The AP Unit is committed to providing highquality service to departments and vendors and prompt responses to requests for information.

## Linked Processes

Office of State Budget and Management (OSBM)

OSBM Library

States cash Management Policy

System Information Guide

UNCSA’s Purchasing Guidelines.

N.C. Department of Revenue memorandum dated 12-15-03.

## Documents

Statement of Recipients of Miscellaneous Income (Form 1099-MISC)

vendor information form

1099-MISC form

# **Document 4**

FIN-ACP-001.pdf

## Process Name

Accounts Payable Processing - Standard Purchase Order

## Date

Issued Date 9/8/2009

Revision Date 2/8/2013

Adopted: 3-25-08

## Process Description

To document the steps taken by Accounts Payable to pay vendors for goods and services through the Standard Purchase Order

## Linked Processes

http://www.palmbeachstate.edu/finance/Documents/State\_of\_FL\_Acctg\_Manual.pdf Florida

http://www.flsenate.gov/Statutes SBE Rules: 6A-14.0734

https://www.flrules.org/gateway/RuleNo.asp?ID=6A-14.073

## Documents

Purchase Order

invoice from vendor

Receiving Record

# **Document 5**

## Complaints-Internal-Dispute-Resolution-Process.pdf

## Process Name

## COMPLAINTS AND INTERNAL DISPUTE RESOLUTIONS PROCESS

## Date

Effective 1 January 2020

## Process Description

This facility is easy to access should you have the need to lodge a complaint. Residents (or a person acting on a resident’s behalf) are encouraged to raise any concerns and the Operator and Management of WSRV support the effective resolution of any complaint or dispute raised.

## Linked Processes

internal Complaints & Disputes Handling Policy & Procedure for staff

## Documents

Complaints and Disputes Resolution Form

pursuant to the Retirement Villages Amendment

Our Complaints and Internal Dispute Register

# **Document 6**

## 322687main\_ITS-SOP-0004-A-NASA-NITR-Procedures(1).pdf

## Process Name

## Standard Operating Procedure

## Date

Version Date: 20080917

Effective Date: 20080929

Expiration Date: 20110929

## Process Description

## This standard operating procedure (SOP) explains the procedure for drafting, reviewing, and issuing NASA Information Technology Requirements (NITRs) for IT Security. It supports the requirement of NASA Policy Directive (NPD) 2810.1 for the Chief Information Officer (CIO) to provide changes/updates to the IT Security NASA Procedural Requirement (NPR) and to assure timely Agency compliance with the dynamic environment of IT Security. It includes information about the numbering scheme and structure of a NITR.

## Linked Processes

<http://nodis-dms.gsfc.nasa.gov/restricted_directives/SOP_Docs/Appendix_B.xls>

<http://nodis-dms.gsfc.nasa.gov/restricted_directives/SOP_Docs/Appendix_C.xls>

<http://nodis-dms.gsfc.nasa.gov/restricted_directives/SOP_Docs/Appendix_D.doc>

## Documents

a. NPD 2810.1, NASA Information Security Policy

b. NPR 2810.1, Security of Information Technology

c. NPR 1400.1, NASA Directives Procedural Requirements w/Change 3 (11/26/2007)

NASA Information Technology Requirements (NITR)

# **Document 7**

## Covid-Exposure-Process-Map.pdf

## Process Name

Employee/Workplace Process Map for COVID-19

## Date

June 9, 2020

## Process Description

## To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

## Linked Processes

<https://forms.gle/diMdskH6G1ZCQRkv9>

## Documents

Student Guidance for Summer 2020

Negative test result

# **Document 8**

## reporting-harassment-violence-bill-c65-e.pdf

## Process Name

## PROCESS FOR REPORTING HARASSMENT OR VIOLENCE IN THE WORKPLACE

## Date

None

## Process Description

The following steps provide a brief summary of the process for reporting harassment or violence in the workplace.

## Linked Processes

<https://www.canada.ca/en/department-national-defence/services/benefits-military/conflict-misconduct/new-workplace-harassment-and-violence-prevention-regulations-for-defence-team-public-servants-bill-c65/notice-of-occurrence-harrasment-and-violence-in-the-workplace.html>

Conciliation process

conciliation resolution processes

## Documents

Notice of occurrence form

acknowledgment of the Notice of Occurrence

investigation report