

Key Word List

Administrative	Fraud
Audits & Auditors	Fund Raising
Bookstore	Government Reg/Forms/Policies
Building Utilization/Maintenance	Grants: Billing, A/R, Reconciliation
Campus Crime / Security	Hazardous Waste
Capital Projects	Health / Safety
Cash Handling	IACUC or IRB
Cash Management	ID Card
Collections - A/R	Internal Control
Computer Systems	Inventory
Construction	Invoice Payment
Contracts	Mail Services
Cost Reduction/Efficiency	Online Technology
Credit Cards	Orientation - Employee
Customer Service/Satisfaction	Outsourcing/Insourcing
Direct Deposits	Parking Decals
Disabilities	Parking Problems / Procedures
Diversity	Partnerships
Electronic Workflows	Payroll and/or Salaries
E-Mail - SPAM - Phishing	pCards
Emergency Planning	Piracy - Movies, Music, Software
Employee Assistance	Policy & Procedures
Employee Attitudes	Privacy Policy
Employee Development	Recruitment/Retention - Faculty/Emp
Employee Info	Recruitment/Retention - Students
Employee Misconduct/Termination	Recycling
Employee Recognition	Research Commercialization
Employee Self-Service	Resource
Energy Efficiency	Resource - Academic
Environment / Sustainability	Resource - Administrative
Ethics / Integrity	Resource - Athletics
Evaluation - Employee	Resource - Controller's Office
Expense Reports - Reimb	Resource - IRM
Financial Aid / Emergency Loans	Resource - Personnel
Food Service	Resource - Purchasing
Forms	Resource - Research

Key Word List

Resource - Student Affairs
Risk Management
Sarbanes-Oxley
Scanning - Imaging
Smoking Cessation
Strategic Planning / Master Plan
Student Assistants / Internships
Student Billing, Payments, Refunds
Student Drinking
Student Housing
Student Services
Supply & Demand Chain
Training - Employees
Training - IT & Access
Vehicle & Fuel Efficiency/Maint
Vendors
Work Environment
Work Requests
Work Teams