



## RELATED PARTY TRANSACTIONS

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	B. Financial / Administrative
<b>Parent Policy:</b>	B15
<b>Approval Date:</b>	June 23, 1994
<b>Effective Date:</b>	June 23, 1994
<b>Procedure Owner:</b>	Chief Financial Officer

<b>Overview:</b>	
<b>Procedures:</b>	<ol style="list-style-type: none"> <li>1. Each Manager/Dean is responsible to report on a quarterly basis any related party transactions that occur in their area, to the Manager of Business Services.</li> <li>2. Each transaction shall be recorded as defined in the Attached Form - Related Party Transactions Audit Workpaper. Payroll will use the Loans Column.</li> </ol>
<b>Definitions:</b>	
<b>Related Information:</b>	
<b>Review Period:</b>	3 years
<b>Revision History:</b>	New: June 1994