System Procedures Manual
02.SPM
Finding aid prepared by Alexis Braun Marks, CA

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January 17, 2014
Describing Archives: A Content Standard
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Summary Information

Repository: Eastern Michigan University Archives

Creator - Author: Brickley, James

Title: System Procedures Manual

Date [inclusive]: 1975-1987

Extent: 0.4 Linear feet 2 halfsize archive boxes

Language: English

Abstract: The **System Procedures Manual** collection contains inter office memorandum from 1975-1987 that details the need for a systems manual, changes to the manual and areas for expansion. It also contains a copy of the manual revised on August 11, 1980 and the manual revised on September 10, 1981. Sections of the manual include: Financial Operations, Payroll, Personnel, Purchasing, Use of EMU Facilities, University Bookstore, McKenny Union, Registration, Physical Facilities Improvement, Equipment Inventory, Auxiliary Services, Food Services, Research and Special Projects, etc.

Preferred Citation note

Please cite materials from the University Archives in the following manner: Item. Collection Title. Eastern Michigan University Archives.
Administrative Information

Publication Information
Eastern Michigan University Archives 2013 December 12

Conditions Governing Access note
Researchers are asked to request materials 24 hours prior to visiting the University Archives.

Controlled Access Headings

Subject(s)

- Administration
- College administrators
- Eastern Michigan University
- Handbooks, manuals, etc.
## Collection Inventory

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Box</th>
<th>Folder</th>
</tr>
</thead>
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<tr>
<td>System Procedures Manual 1980 August 11</td>
<td>1</td>
<td>2-3</td>
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