

Millersville University
Finance and Administration Division
Management Directive

By Direction of: Roger V. Bruszewski
Vice President for Finance and Administration

Department(s):	All
Subject:	Management Directive
Date:	June 25, 2009
cc:	Associate Vice President for Human Resources Director of Safety and Environmental Health

Definition:

A Management Directive will communicate to all Finance and Administration Departments requirements and procedures necessary to conduct business. It is an order to commence or cease something immediately. The Vice President for Finance and Administration will prepare, issue and make appropriate revisions to the Management Directives.

Directives specify objectives, responsibilities, authorities, and other requirements in specific functional areas. They are formal issuances that guide, inform, and instruct employees in the performance of their jobs and communicate direction to enable employees to work effectively.

Department Managers will ensure employees comply with the Management Directives.

Management Directives are effective immediately.