The North Idaho College Business Office under the guidance of the board of trustees and the college president shall adopt practices for two goals:

1. to provide for the safety of students, employees and the public through the development and publication of risk management guidelines;
2. to maintain record-keeping for the receipt, use and disbursement of all funds and other assets received or possessed by North Idaho College.

These practices shall be codified in the Administrative Services Operational Guidelines and shall ensure all assets are protected and used for their intended purposes. In an effort to ensure accountability and to ensure stewardship of the institution's finite resources, the vice president for Finance and Business Affairs or his/her designee will communicate changes in the Administrative Services Operational Guidelines Manual to constituent groups.