

Policy

Policy # 2.03.02

Effective Date 3/25/09

<p><i>(Impact Area - Dept Name)</i></p> <p>Business Office and Facilities Operations</p>	<p><i>(General Subject Area)</i></p> <p>Business and Facilities Operations</p>	<p><i>(Specific Subject Area)</i></p> <p>Policy encompasses Policy Manual Sections VI and VII</p>
<p>Relates to Procedure #</p> <p>N/A</p>	<p>Author: Rolly Jurgens VP for Administration</p> <p>Supersedes Policy</p>	
<p>Impact: To provide for the safety and well being of students, employees and the public as well as proper stewardship of college assets.</p>		
<p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Policy Narrative

[Page 1 of 1]

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 campus emergencies/safety regulations;
2. to maintain proper receipt, use and record-keeping for 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 Administrative Services or his/her designee will communicate changes in the Administrative Services Operational Guidelines Manual to constituent groups.