

Accounting Policy	Policy Number	4.1
	Effective Date	January 15, 2014

1.0 POLICY & PURPOSE



It is the policy of Laramie County Community College to provide guidelines and procedures on the processing of fiscal documents for the College and the monitoring of College budgets. This policy is also meant to ensure adherence to laws and procedures applicable to fiscal and budgeting issues.

2.0 REVISION HISTORY

Adopted on: 1/15/14

3.0 PERSONS AFFECTED

This policy is applicable to the Board of Trustees, all full-time and part-time administrators, staff, and professionals.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Carol Hoglund, Administration and Finance Vice President	8/13/13
Ratified by College Council	Kari Brown-Herbst, College Council Co-chair	11/22/13
Recommended by President (Signature)		11/22/13
Approval by Trustees (Signature)		1/15/14