

Policy Title: Stewardship of College Assets

Impact: Office of Finance and Facilities Operations

Responsibility: College Senate

Effective Date: 03/25/2009

Last Update: 03/23/2022

Relates to Procedure:

Legal Citation(s): None

I. Policy Narrative

The North Idaho College Office of Finance and Business, in accordance with college policy, shall develop practices to support the college's mission, vision, and values. These practices will:

- A. be documented in the Administrative Services Operational Guidelines Manual;
- B. ensure record keeping for the receipt, use, and disbursement of all funds and other assets received or possessed by North Idaho College;
- C. ensure compliance with state and federal laws;
- D. provide for the safety of students, employees, and the public through the development and publication of risk management guidelines;
- E. ensure stewardship of all funds and assets owned and entrusted to the college 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.