



Fiscal Policies and Procedures Manual

Sam Munnerlyn, President

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The Business Office strives to provide excellent financial services to H. Council Trenholm State Community College's students, faculty and staff. This Office is responsible for managing the financial resources of the college. We look forward to working with you.

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POLICY NAME:	301.01 Financial Management
EFFECTIVE:	09-30-2017
SUPERSEDES:	301.01 issued 02-26-15; 07-23-14; 02-05-13; 03-27-08; 12-08-94; 1979
SOURCE:	<i>Code of Alabama 16-60-111.2; 16-60-111.4</i>
CROSS REFERENCE:	

H. Council Trenholm State Community College (TSCC) shall operate within available resources and shall maintain adequate operational balances as defined by the Chancellor and reported to the Alabama Community College System (ACCS) Board of Trustees to ensure the financial stability of the institution.

Colleges in The Alabama Community College System (ACCS) are required to maintain uniform accounting records in accordance with the National Association of College and University Business Officers (NACUBO) Manual. The chart of accounts structure was developed for use by the colleges in The Alabama College System and is based upon NACUBO’s procedures, State of Alabama laws, Board of Trustees policies on <https://www.accs.cc/index.cfm/board-of-trustees/policies-and-procedures/>, and Alabama Community College System procedures. An excerpt from Chapter 1 of the ACCS Fiscal Procedures Manual on <https://www.accs.cc/index.cfm/departments-services/fiscal-services/> entitled Chart of Accounts follows this section. The excerpt provides definitions of the funds and account codes prescribed by the Department. ***(Exhibit 1: Chart of Accounts -Definitions)***
https://www.accs.cc/default/assets/File/DPE_FIS/Common%20Chart%20of%20Accounts%20-%20revised%20Oct%202016.pdf

Accounts are structured as follows:

X-XX-XXXX-XXX-XX-XXXX-XXXX

- a. b. c. d. e. f. g.
- a. X- Major Fund Group
- b. XX- Function/Division
- c. XXXX- Organizational Unit/Department
- d. XXX- Object code
- e. XX- Campus
- f. XXXX- Program
- g. XXXX- Miscellaneous

An example of an account is 1-01-1090-641-00-0000-0000. This account is read as follows:

- a. 1 – Unrestricted fund
- b. 01 – Function – Instruction
- c. 1090 – Organizational Unit – Allied Health Practical Nursing
- d. 641 – Object Code – Materials and Supplies
- e. 00 – Campus – Not campus specific
- f. 0000 – No sub-program
- g. 0000 – No miscellaneous code assigned.

POLICY NAME:	301.02 Accounting Procedures
EFFECTIVE:	09-30-17
SUPERSEDES:	301.02 issued 0-26-15; 07-23-14; 02-05-13; 03-27-08; 12-08-94; 1979
SOURCE:	<i>ACCS Board of Trustees Policy and ACCSFPM</i>
CROSS REFERENCE:	

1. The Fiscal Procedures Manual for the Alabama Community College System (*ACCS FPM*) <https://www.accs.cc/index.cfm/departments-services/fiscal-services/> shall be used by all institutions. The Chancellor shall revise and maintain the manual as needed to comply with Generally Accepted Accounting Principles (GAAP), good business practices, Board of Trustees policy <https://www.accs.cc/index.cfm/board-of-trustees/policies-and-procedures/>, and applicable laws.
2. The H. Councill Trenholm State Community College (TSC) Fiscal Policies and Procedures Manual supplements and further enhances local policies and procedures.

POLICY NAME:	301.03 Accounting Control Check List
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>ACCS Fiscal Procedure Manual (ACCS FPM)</i>
CROSS REFERENCE:	

Suggested Reconciliations and Adjusting Entries (may vary from institution to institution)

PROCEDURE:

1. End of Month and Term Check List
 - a. Adjusting Entries – Monthly
 - i. Record Interest Earned on Bank Accounts
 - ii. Record Returned Checks
 - iii. Record Receivable Amounts
 - iv. Transfer Funds for Federal Grants
 - b. Adjusting Entries Term
 - i. Record Tuition Waivers
 - ii. Transfer Renewal and Replacement Fees
 - iii. Transfer Building Fee (Institutions with Bond Indebtedness)
 - iv. Transfer Facilities Renewal Fee
2. Reconciliation of General Ledger Accounts
 - a. Bank Reconciliation
 - b. Account Receivable Reconciliation Aging of Account Receivable
 - c. Return Check Reconciliation
 - d. Accounts Payable Reconciliation
 - e. Schedule of Due To and Due From Reconciliation
 - f. Schedule of Transfer In and Transfer Out Reconciliation
 - g. Revenue Control Account Reconciliation
 - h. Expense Control Account Reconciliation
 - i. Student Financial Aid Reconciliation (The report to the Federal Government listing student awards must agree with the expenses reported in the general ledger)
3. End of the Year Check List

The year-end procedures will vary from institution to institution based on the number of personnel, accounting system and computer system. Some chief financial officers may adjust and/or reconcile some items monthly, quarterly or at the completion of a semester. At a minimum, the adjustments and/or reconciliations should be completed at year-end.

 - a. Adjust tuition and fees based on the number of fall semester days in each fiscal year.

- b. Adjust scholarship expenses based on the number of fall semester days in each fiscal year.
- c. Adjust salary and benefit expenses based on the number of contract days worked in each fiscal year.
- d. Adjust expenses and inventory accounts based on physical inventory of supplies. These may include cafeteria, bookstore and departmental inventories.
- e. Reimburse petty cash funds for all outstanding vouchers.
- f. Allocate final indirect costs to all grants.
- g. Reconcile fixed assets making adjustments as necessary. Deletions and donations should be adequately documented. Run subsidiary listing by category of asset.
- h. Provide accumulated depreciation and depreciation listing for each fixed asset category as applicable.
- i. Reconcile cash and record adjusting entries.
- j. Reconcile investments and record adjusting entries.
- k. Record and reconcile receivables. Reconcile general ledger to subsidiary listings or backup documentation.
 - i. Leases
 - ii. Notes
 - iii. Student Accounts
 - iv. Returned checks
 - v. Work orders
 - vi. Interest
 - vii. Amounts due from grantors (Revenue should equal expenses for restricted funds.)
 - viii. Accounts receivable for contractual agreements (TEBI, rent, etc.)
- l. Run aging of accounts and pledges receivables and record allowances for bad debts.
- m. Record and reconcile liabilities. Reconcile general ledger to subsidiary listings or backup documentation.
 - i. Deposits held in trust for others (including students funds received on account in excess of amounts owed) & work order deposits.
 - ii. Student (such as insurance, exam fees, etc.)
 - iii. Sales tax payable (net of applicable discount)
 - iv. Compensated absences should be calculated based on the fall salary scale for employees.
 - v. Accounts payable for goods received but not yet paid. Do not forget PSCA funds.
 - vi. Bond Reserve Fund Fee Payable
- n. Reconcile debt to backup documentation. Reconcile change in liability accounts to current year expenses.

- i. Leases
 - ii. Bonds
 - iii. Notes
 - o. Reconcile bond sinking funds. Make sure that the amount on deposit with trustee meets the requirements of the bond agreement.
 - p. Amortize bond discount, premium, and/or issuance costs.
 - q. Enter final transfer for facility renewal fee.
 - r. Enter final transfer for building fee (if required by bond issue).
 - s. Reconcile transfers among funds.
 - t. Reconcile detail financial aid listing to general ledger.
 - u. Schedule data for scholarship allowances for elimination entry.
 - v. Schedule data for internal purchases elimination entry.
4. Other Items
- a. Review outstanding purchase order listing. Cancel purchase orders that are not needed. Contact vendors for invoices for open purchase orders if goods have been received.
 - b. Proper documentation of all computations and adjustments performed in "A" above should be maintained for audit. Other items to maintain for auditors include:
 - i. Printout of Grant Administration and Payment System (G5) at September 30
 - ii. List restatements to fund balance
 - iii. LEA listing traced to detail account with receipt numbers
5. Footnote Information (The following information will be required for the "Notes to the Financial Statement".)
- a. Information concerning construction contracts and lease agreements.
 - b. GASB 68 disclosures
 - c. Employee retirements and terminations for the year and amounts expended as compensated absences.
 - d. Amount expended for unemployment compensation.
 - e. Employer costs for teacher retirement and health insurance benefits.
 - f. Prepare information related to the Retiree Drug Subsidy.
 - g. Schedule of financial institutions used by the institution with average daily balances and interest earned on each account.
 - h. Schedule of construction projects in progress.
 - i. Schedule of state bond fund balances available.
 - j. Schedule of library book volumes and additions and deletions for the year.
 - k. Schedule of the number of acres of land owned by the institution.
 - l. Schedule of fall semester headcount and FTE.
 - m. Schedule of on-behalf payments made by PEEHIP.
 - n. Prepare information for RSI-Grants (Include donations)

POLICY NAME:	301.04 Internal Control
EFFECTIVE:	09-30-2017
SUPERSEDES:	301.04 issued 02-26-15; 07-23-14; 02-05-2013
SOURCE:	NACUBO-Internal Control Components and Activities and Professional Standards & The Treadway Commission (COSO) Internal Control Integrated Framework
CROSS REFERENCE:	

Sources: NACUBO-Internal Control Components and Activities and Professional Standards, vol.1, Sec. AU 322.07, June 1999, AICPA.

Internal control is a combination of the activities, plans, attitudes, policies, and efforts of everyone in an institution working together to provide reasonable assurance that the institution will achieve its mission and objectives. For internal control to work, everyone working for the institution must be involved. Internal control must be dynamic, continuously adapting itself to the changes within and without the organization.

There are basically four purposes of internal control:

1. To promote orderly, economical, efficient and effective operations and to produce quality services or products consistent with the institution's mission;
2. To safeguard resources against loss due to waste, abuse, mismanagement, errors and/or fraud;
3. To ensure adherence to laws, regulations, contracts, and management directives; and
4. To develop and maintain reliable financial and management data and to accurately present that data in a timely manner.

PROCEDURE:

1. The College utilizes the COSO framework as the basis for its Internal Control activities and its Internal Control Check List. (*Exhibit 2: Internal Controls Checklist*)
2. The Treadway Commission (COSO) Internal Control Integrated Framework defines internal control as follows:
“Internal control is a process, effected by an entity’s board of directors, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
 1. *Effectiveness and efficiency of operations;*
 2. *Reliability of financial reporting; and,*
 3. *Compliance with applicable laws and regulations.”*

This framework has become the most accepted model of internal control conceptual framework utilized in the United States. Internal controls promote efficiency, reduce the risk of asset loss, and help ensure the reliability of financial statements and compliance

with laws and regulations. Effective internal controls over assets are designed to prevent and to detect the misappropriation of assets.

The framework defines the relationship between an entity's objectives and the five components of internal control. The categories of objectives are defined as follows:

1. Operations relates to the effectiveness and efficiency of the entity's operations to include the following:
 - a. Operational and financial performance goals
 - b. Safeguarding of assets against loss
2. Reporting relates to internal and external, and financial and non-financial reporting to include reliability, timeliness, transparency, or other terms as set forth by regulators, standard setters, or the entity's policies.
3. Compliance relates to adherence to laws, regulations, and standards to which the entity is subject.

The components of internal control are defined as follows:

1. Control Environment is the set of standards, processes, and structures that provide the basis for carrying out internal control across the organization.
2. Risk Assessment is a dynamic and continuous process for identifying and assessing risks to the achievement of an entity's objectives.
3. Control Activities are the actions established through policies and procedures to mitigate identified risks to the achievement of an entity's objectives.
4. Information and Communication relates to the providing, sharing, and obtaining of relevant and quality facts and figures from both internal and external sources to support the functioning of the other components of internal control.
5. Monitoring Activities relate to continual and separate evaluations being used to ensure that each of the five components of internal control is present and functioning.

With the advance of technology and more of an institution's business being conducted through electronic means, more care must be taken to ensure the integrity and the reliability of the data. Some specific controls that should be maintained and controlled are:

1. Written Policies and Procedures - To support security and proper operation of all information systems, down to the individual user level. They should include guidelines informing authorized users of the proper use of the systems.
2. Unique User ID and Passwords - To ensure each employee is accountable for the work he/she has done.
3. Limited Staff Access - To limit access so only the functions necessary to perform an employee's assigned duties are available to that employee.
4. Software-Security Controls and Audit Capability - To support monitoring and documenting user and system activity; controls should be sufficient to indicate or detect possible misuse, abuse, or unauthorized activity on the system.

5. System and Data-file Back Up - To support adequate provisions for contingency, disaster recovery, and business resumption.

No system for internal control can catch every error or risk factor. But if everyone works together and management stays aware of the control environment, the likelihood of significant problems will be kept to a minimum and the institution should be able to achieve its missions and objective. That's the goal for which we work.

POLICY NAME:	302.01 Fidelity Bond Schedule
EFFECTIVE:	04-13-2016
SUPERSEDES:	302.01 issued 02-26-15; 07-23-14; 02-05-13; 03-27-08; 12-08-94; 1979
SOURCE:	<i>Code of Alabama 16-60-111.2; 16-60-111.4</i>
CROSS REFERENCE:	

All Alabama Community College System institutions are required to purchase fidelity bond coverage.

PROCEDURE:

1. All institutions are required to provide coverage on the following institution officials and employees at the minimum stated rates as follows:

President or equivalent	\$500,000
Vice President	\$500,000
Chief Financial Officer	\$500,000
Treasurer	\$500,000
Financial Aid Officer	\$500,000
Blanket bonds for others handling funds	\$100,000

2. The President is authorized to obtain additional bond coverage or coverage for other institution officials as needed.

POLICY NAME:	302.02 Treasurer
EFFECTIVE:	04-13-2016
SUPERSEDES:	302.02 issued 02-26-15; 07-23-14; 02-05-13; 03-27-08; 12-08-94
SOURCE:	<i>Code of Alabama</i> 16-60-111.2; 16-60-111.4
CROSS REFERENCE:	

The President has designated the Dean of Finance and Administrative Services as treasurer/custodian of funds to be responsible for receiving and disbursing all institutional monies.

The President shall notify the Chancellor of the person receiving this designation.

POLICY NAME:	303.01 Accreditation Expenses
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.2; 16-60-111.4</i>
CROSS REFERENCE:	

Institutional accreditation expenses may be paid from state funds within the institution’s current unrestricted funds.

PROCEDURE:

1. Accreditation expenses shall be limited to payment of travel, subsistence, lodging, and honoraria, incurred by members of visiting committees, other bona fide representatives, and members of the staff of the accrediting organization. This rule permits payment of only those expenses for which an institution is customarily invoiced by the accrediting organization following a visit.
2. The institution may pay from state funds the required annual dues of institutional accrediting agencies. Annual dues of correspondents, candidates for membership, and accredited members may be paid.
3. The institution also may pay from state funds the fees for accrediting individual programs offered by the institution where such an accreditation is an official prerequisite for the licensing of graduates of such programs by legally designated professional or occupational licensing boards or agencies in the State of Alabama or where such accreditation significantly enhances the employability of program participants.

POLICY NAME:	304.01 Financial Reporting
EFFECTIVE:	09-30-2017
SUPERSEDES:	304.01 issued 02-26-15, 07-23-14; 03-24-15; 02-15-13
SOURCE:	<i>ACT #2015-125; Code of Alabama 16-60-111.2; 16-60-111.4</i>
CROSS REFERENCE:	

Each institution shall submit an annual budget and annual financial statement in the format prescribed by the Chancellor. The Chancellor shall present the institution budgets to the ACCS Board of Trustees for approval prior to the commencement of each fiscal year.

PROCEDURE:

1. The Chancellor is authorized to consider and approve amendments to institution budgets during a fiscal year as requested by the President. The Chancellor shall prescribe a budget amendment format to be used by each institution to report amendments.
2. The fiscal operation of the college is conducted on the basis of an annual budget for the fiscal year October 1 through September 30. Each annual budget is based on the annual budget appropriations approved by the Alabama Legislature. The President is ultimately responsible for the preparation of these budgets. All college employees are asked to assist in the preparation of the annual budget.
3. For the purposes of this section, the term “Special Populations,” in the context of funds appropriated by the State of Alabama, shall hereafter include:
 - A. Individuals with disabilities;
 - B. Individuals from economically disadvantaged families, including foster children;
 - C. Individuals preparing for nontraditional training and employment;
 - D. Single parents, including single pregnant women;
 - E. Displaced homemakers;
 - F. Individuals with other barriers to educational achievement, including individuals with limited English proficiency;
 - G. Individuals who are incarcerated or on parole; and

- H. Individuals who are in the first generation of their families to attend a college.
 - I. Individuals who need education or training for employment entry and/or advancement.
4. “Special Population” grants may be made for adult education, pre-employment skills training, and short-term intensive career technical training
5. Budget Requests will be developed at the departmental level, with input from all personnel assigned to that activity. Respective Deans will assign appropriate personnel as budget center managers. Deans must request authorization by completing the Budget Center Authorization Form. (*Exhibit 3: Budget Center Authorization Form*).
- a. The Institutional Goals and Strategic Initiatives are published on the Intranet and should provide a basis for the development of your Unit Plans. Budgets must be tied to Unit Plans, Goals and Objectives, and each expense must be detailed.
 - b. Budget Packets will be distributed in the spring of each year and include the following:
 - i. Detail Budget Page
 - ii. Proposed Budget Form (Data will pull from the Detail Budget Page)
 - iii. General Ledger Object (Expense) Code Definitions, (Function and Department names and numbers)
 - iv. Critical Needs Worksheet (Restricted and Unrestricted)
 - v. Employee Request Worksheet and Justification Sheet
 - c. Proposed budget (Proposed Budget Form) should include expense items that are necessary to continue the operation of each department for the coming year. In order to assist you with this project, the Proposed Budget Form information will pull from the Detail Budget Page. **Do not enter data directly on the Proposed Budget Form or change any formulas on this page.**
 - d. Enter budget request information on the Detail Budget Page. **Do not add lines or change object codes on this form.** It is not necessary to request funds for all line items listed since many may not pertain to your department. Descriptions for each expense code are provided as a means of clearly classifying line item requests (Expense Code Definitions). Current year budget information may be reviewed and printed in BCBCI in the accounting software. Current year budget information may include one-time expenditures such as equipment, furniture, software, etc. which should not be budgeted for the coming year. Every budget line request should be detailed on the Detail Budget Page and tie back to the departmental goals and objectives. Budget Administrators responsible for more than one Department, must prepare separate packets for each department.

- e. A Critical Needs worksheet is included to list unfunded Budget Center needs. Do not include these unfunded request in the Proposed Budget, equipment will be purchased with Perkins Funds if available. Items should be listed by priority, starting with the most critical and must tie back to the unit goals and objectives.
 - f. Appropriate departmental staff should complete the Budget Request Packet, print a copy of the complete packet, sign the Proposed Budget Form and submit the signed paper copy, and e-mail an electronic copy of the complete packet and a copy of your Unit Goals and Objectives to the appropriate Dean. Deans are asked to review all requests, make comments or changes, sign the hardcopy, deliver the hardcopy and e-mail the electronic copy including any changes to Business Office.
 - g. Deans will be contacted when budget revisions are necessary. Business Office is responsible for the development of the college wide budget as directed by the President. No Proposed Budget Request shall be assumed final until approved by the President.
 - h. The President will hold budget hearings at the dean level for all departmental budgets. Deans will present their budgets to the President and his selected hearing committee. Proposed budgets will be adjusted for any changes resulting from the hearings.
 - i. The President approves the final budget and sends to the ACCS for approval.
 - j. After budgets are approved by the ACCS Board of Trustees they are distributed to the college.
 - k. The budgets are entered into the accounting software by Business Office so that information will be available in the new fiscal year.
 - l. Adjustments to budgets are periodically required by a division. These adjustments are requested by the budget center manager by completing the entire “Budget Transfer Form” on the intranet. (*Exhibit 4: Budget Transfer Form*) Upon completion and approval by the appropriate parties (Dean, Director of Restricted Programs (if applicable), Business Office, the Dean of Finance, Executive Vice President, and the President (if \$5,000 or greater than)), the budget request is entered into the accounting software by the business office.
 - m. Planned expenditures not executed in current year will not carry forward into the new budget year.
6. Restricted budgets are established upon issuance of the award letter and/or contract from external grantors. All restricted budgets should be reviewed upon entry and any changes necessary should be brought to the attention of the *Director of Restricted Programs*.

POLICY NAME:	304.02 Electronic Posting
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 41-4-65</i>
CROSS REFERENCE:	

Each institution of the Alabama Community College System and the Alabama Community College System Office shall electronically publish its financial data, prominently indexed and displayed on its principal website, and accessible to the public without the necessity of a password or registration.

PROCEDURE:

Each college and institution of the Alabama Community College System shall have on its principal web site a link titled *Financial Disclosure Data*.

1. Financial data shall include:
 - a. All grants and expenditures by the college or institution during the current fiscal year, specifying the amount, date, agency, funding source(s), grantee/payee, purpose, as well as an identifying number by which the grant or expenditure’s pertinent contract, invoice, purchase order or grant documents may be requested.
 - b. A list of all contracts for goods and/or services of any type entered into by the institution during the current fiscal year, requiring Vendor Disclosure Statements. Information contained in the posting must include the name of the contractor, purpose, compensation, funding source(s), term of the contract, as well as an identifying number by which a copy of such contract and/or any payments made under such contract may be requested.
 - c. A list of all persons currently employed in any capacity by such institution, including each such person’s name, job title, salary grade and step or rate of pay, full or part time status, and date of original employment. Each institution shall also accompany such lists with all pertinent salary schedules.
 - d. Financial data from fiscal year 2007 and for each fiscal year thereafter shall remain accessible.
 - e. Financial data shall not include information which is required to be kept confidential by State or Federal law.

2. On the Financial Disclosure Data webpage each institution shall have links titled *Expenditures*, *Contracts*, and *Employees*.
 - a. Expenditures

On the *Expenditures* link each institution shall list all expenditures (to include gross payrolls) for each month, by the 15th of the following month, and include the following information:

- Institution name
- Check Number
- Payee
- Date
- Amount
- Funding Source (funding source should reflect the fund from which the expenditure was made)
- Purpose (the purpose of the expenditure should reflect the description of the object code—(e.g., 500 Series—Personnel, 641—Materials and Supplies, 710—Equipment))

- b. Contracts

On the *Contracts* link, institutions shall list all contracts and grants for which monetary consideration is involved and for which a Vendor Disclosure Statement is required – (this definition does not include employment contracts or purchase orders).

The following information should be included:

- Institution name
- Identifying Number
- Contractor
- Term (the term should reflect the dates the contract is in effect)
- Amount
- Funding Source
- Purpose (the purpose should reflect the description of the object code)

- c. Employees

The *Employees* link shall point to the publically available report created as part of the Data Access and eXchange (DAX) System which will disclose the information required by the policy on all employees currently employed by the institution using the data submitted by the institution to the DAX System. The link shall point to

<https://dax.dpe.edu/Reports/Policy30402Per.aspx?colcode=99> where 99 is the institution's DAX college code.

3. All financial data shall be published in a format capable of being easily downloaded, searched, and sorted by software commonly available on consumer-owned personal computers over internet connections.
4. The Alabama Community College System Office shall maintain electronic links to each institution's financial data.

POLICY NAME:	306.01 Short-term Debt
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-113</i>
CROSS REFERENCE:	

An institution has the authority to request during any fiscal year the approval of the Chancellor to borrow money in anticipation of the current revenues for that fiscal year and to pledge that current funds are not sufficient to pay salaries for any given month; provided that any such amount shall not exceed one month's state allotment.

PROCEDURE:

The president of the institution must submit a written request to the Chancellor to include the circumstances that created the shortage of funds and the amount of debt to be incurred.

POLICY NAME:	306.02 Long-term Debt
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.4; 16-60-111.11</i>
CROSS REFERENCE:	

Upon the recommendation of the Chancellor and the approval of the Board of Trustees, an institution may incur long-term debt in the form of bonds payable for the purpose of land acquisition and capital projects.

POLICY NAME:	307.02 Reserve Fund
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.11</i>
CROSS REFERENCE:	

The Alabama Community College System Reserve Fund consists of amounts collected as required by Board of Trustees Policy 326.01: Fees: General.

PROCEDURE:

The purpose of the Fund is to provide a reserve for use and benefit of Alabama Community College System institutions, including advances of short term loans for payroll, capital projects, construction management, and debt service support.

1. Council:

The Alabama Community College System Reserve Fund Advisory Council shall oversee the collection, investment and use of Reserve Fund deposits consistent with the fiduciary responsibility to the citizens of Alabama.

The Advisory Council shall consist of the Chancellor, one president from each Board district, and, as ex-officio member, the president of the fiscal agent institution. Members shall be appointed by the Chancellor and will remain on the Council until removed by the Chancellor. The Chancellor shall report any changes in Council membership to the Board of Trustees.

The Chancellor shall serve as chair of the Advisory Council and shall provide the annual report to the Board of Trustees.

The duties of the Council shall consist of meeting at least annually to review and approve the required reports, authorizing use of funds, and making recommendations to the Chancellor on needed policy changes.

2. Source of Funds:

Each institution shall deposit the Reserve Fund Fee in the amount indicted in Board Policy 326.01 with the approved fiscal agent in accordance with the following schedule:

- Fall term due by January 15
- Spring term due by June 15
- Summer term due by September 15

3. Use of Funds:

a. Allowed Uses:

Use of funds deposited by System institutions shall only be expended for such purposes as:

- 1) Payment of periodic debt service (principal and interest) on behalf of a member institution in the event a System institution is unable to meet the payment schedule. The Reserve Fund shall be reimbursed by such institution for any amount paid on its behalf for periodic debt service plus a penalty amount which may be levied at the discretion of the Chancellor. Reimbursement shall be made by the institution within ninety (90) days.
- 2) Short-term loan to a System institution if necessary to meet payroll. Repayment must be made by the institution within sixty (60) days.
- 3) Short-term loan to a System institution if necessary for expenses associated with the review of proposed System institution renovation and new construction projects. Reimbursement shall be made by the institution within ninety (90) days.
- 4) Short-term loan to a System institution if necessary for expenses associated with the construction management of ongoing System renovations and new construction projects. Reimbursement shall be made by the institution within ninety (90) days.
- 5) Short-term loan to a System institution, if necessary, to address new facility project startup costs in advance of processing long-term financing. Repayment must be made by the institution within six (6) months following the receipt of bond issue proceeds.
- 6) Expenses associated with provision of Alabama Community College System headquarters facilities.

b. Required Approval:

Funds may be disbursed only at the written direction of the Chancellor upon written approval of a majority of the Council. The Chancellor shall report all disbursements to the Board of Trustees.

4. Investments and Financial Management:

Receipts from collection of the Reserve Fund Fee from each institution shall be invested on a daily or longer-term basis to secure the maximum investment return which is consistent with Board of Trustees Policy 308.01 Procedures. Financial services (to include investments) shall be evaluated and selected based upon services rendered by the financial institutions. The Advisory Council shall determine the primary financial institutions, or banks, where funds are deposited through recommendation by the fiscal agent. Financial

institutions must be insured by FDIC/FSLIC and must be designated in the SAFE program. Investment income shall be retained as part of the fund.

5. Required Balance:

The Fund balance shall at all times be maintained so as to equal at least the total annual debt service payments due by the System institutions for the current fiscal year as determined by the institution's annual budget as submitted to the Chancellor. At any time the Fund balance exceeds the required amount, the Chancellor may suspend payment to the Fiscal Agent of the current fee amount until such time as the Fund balance falls below the required amount. Institutions shall continue to collect the fee even though it may not be remitted to the Reserve Fund, but shall remain a part of the institutions' operational funds.

6. Fiscal Agent:

The fiscal agent institution shall be appointed by the Chancellor. The appointment shall remain in effect until the Chancellor revokes the appointment in writing. The Chancellor shall report any changes in the fiscal agent institution to the Board of Trustees.

The president of the fiscal agent institution shall serve in an ex-officio non-voting capacity on the Advisory Council.

The fiscal agent shall submit an investment income report to the Chancellor on a quarterly basis. A complete financial report shall be made to the Advisory Council annually by the fiscal agent. The Chancellor shall make an annual report to the Board of Trustees.

7. Dissolution:

In the event the Alabama Community College System Reserve Fund shall be dissolved, each institution shall receive a pro-rata amount of any remaining balance based on each individual college's contribution as a percentage of the overall contributions.

POLICY NAME:	308.01 Cash and Investment Management
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 41-14A-3; 16-60-111.4</i>
CROSS REFERENCE:	302.01; 315.01

The President shall establish a cash management and investment program for institutional funds. The President shall designate the chief financial officer to be responsible for the day-to-day activities and functions of the program. Such officer shall be bonded in an appropriate amount in accordance with Board of Trustees policy. The designee shall manage both daily cash flow and short-term investments.

PROCEDURE:

1. Investment Goals
 - a. Foster sound and prudent judgment in the management of assets consistent with the fiduciary responsibility to the citizens of Alabama.
 - b. Investment of all appropriate available cash on a daily basis or longer-term basis to secure the maximum investment return, which is consistent with investment management policy.
 - c. Maximization of balances available for short-term investment.
 - d. Sufficient liquid funds available to pay current obligations in a timely manner.
 - e. To the extent funds are available, to maintain a minimum of two months’ operating contingency in cash and short-term investments (maturing one year or less).

2. Investments
 - a. All funds invested shall be invested in a manner consistent with all applicable state and federal laws and regulations.
 - b. All monies shall be placed in interest-bearing accounts unless legally restricted by an external agency.
 - c. Investments in debt securities are limited to the two highest quality credit ratings as described by nationally recognized statistical rating organizations (NRSROs) such as A.M. Best Company, Inc., Dominion Bond Rating Service Ltd., Fitch, Inc., Moody’s Investors Service, and the Standard & Poor’s Division of the McGraw Hill

Companies, Inc. *Obligations of the U.S. government or obligations explicitly guaranteed by the*

U.S. government are excluded from this requirement.

- d. Investment securities must be insured, registered in the Institution's name, or held in the counterparty's trust department in the Institution's name.
- e. Legally permissible investments include:
 - 1) U.S. Treasury bills, notes, bonds and stripped Treasuries.
 - 2) U.S. Agency notes, bonds, debentures, discount notes and certificates.
 - 3) Certificates of Deposits, checking and money market accounts of savings and loan associations, mutual savings banks, or commercial banks whose accounts are insured by the FDIC/FSLIC, and who are designated a Qualified Public Depository (QPD) under the Security for Alabama Funds Enhancement (SAFE) program.
 - 4) Mortgage Backed Securities (MBS).
 - 5) Mortgage related securities to include Collateralized Mortgage Obligations (CMOs).
 - 6) Repurchase Agreements.
 - 7) Stocks and bonds which have been donated to the institution.
 - 8) Gifts and Donations as noted in Board Policy 315.01.
- f. Notwithstanding the institution is authorized to purchase from the aforementioned list of legally permissible investments, the institution portfolio shall consist primarily of bank CDs and interest bearing accounts, United States Treasury securities, debentures of a United States Government Sponsored Entity (GSE) and securities backed by collateral issued by GSEs. In order to diversify the portfolio's exposure to concentration risk, the portfolio's maximum allocation to specific product sectors is as follows:
 - 1) U.S. Treasury bills, notes and bonds can be held without limitation as to amount. Stripped Treasuries shall never exceed 50 percent of the Institution's total investment portfolio. Maximum maturity of these securities shall be 10 years.
 - 2) U.S. Agency securities shall have limitations of 50 percent of the institution's total investment portfolio for each Agency, with two exceptions. TVA and SLMA shall be limited to 10 percent of total investments. Maximum maturity of these securities shall be 10 years. Agencies that qualify for investment are: Federal Home Loan Bank (FHLB), Federal Farm Credit Bank (FFCB), Federal National Mortgage Association

(FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Tennessee Valley Authority (TVA), and Student Loan Marketing Association (SLMA).

- 3) Certificates of Deposit with savings and loan associations, mutual savings banks, or commercial banks may be held without limit provided the depository is a QPD under the SAFE Program. CD maturity shall not exceed five years.
 - 4) Mortgage Backed Securities (MBS) shall include those issued by Government National Mortgage Association, (GNMA), Federal National Mortgage Association, (FNMA), and Federal Home Loan Mortgage Corporation, (FHLMC). The aggregate average life maturity for all holdings of mortgage backed securities shall not exceed seven years, while the maximum average life maturity of any one security may not exceed 10 years. The aggregate total of all mortgage backed securities may not exceed 50 percent of the institution's total investment portfolio.
 - 5) The institution may invest in CMO's (Collateralized Mortgage Obligations) and REMIC Securities (Real Estate Mortgage Investment Conduits) issued and collateralized by GNMA, FNMA and FHLMC. The total portfolio of mortgage related securities shall not exceed 50 percent of the institution's total investment portfolio. The aggregate average life maturity for all holdings of CMOs/REMICs shall not exceed seven years while the average life maturity of any one security shall not exceed 10 years.
 - 6) A repurchase transaction is a transaction in which the institution agrees to purchase a security from a counterparty and to resell the same or an identical security to that counterparty at a specified future date and at a specified price. The institution may enter into a repurchase transaction so long as: (1) the repurchase securities are legal investments under state law for institutions; (2) the institution receives a daily assessment of the market value of the repurchase securities, including accrued interest, and maintains adequate margin that reflects a risk assessment of the repurchase securities and the term of the transaction; and (3) the institution has entered into signed contracts with all approved counterparties.
 - 7) The institution has discretion to determine if it should hold or sell other investments that it may receive as a gift or donation.
 - g. The institution shall not invest in stripped mortgage backed securities, residual interest in CMOs, mortgage servicing rights or commercial mortgage related securities.
3. Investment of debt proceeds and deposits with trustees is governed by provisions of the debt agreement. Funds may be invested in any legally permissible instrument.

4. Endowment donations to the Institution shall be invested in accordance with the procedures and policies developed by the Institution and approved by the Chancellor. Funds shall be managed and invested in accordance with the “Alabama Uniform Prudent Management of Institutional Funds Act” Code of Alabama Sections 19-3C-1 and following.
5. Investment Income
 - a. Interest earned shall be clearly accounted for in accordance with policies and procedures set forth in the *ACCS Fiscal Procedures Manual*.
 - b. Interest income shall be used for appropriate institution purposes.

POLICY NAME:	308.02 Revenue/Accounts Receivables/Cash Receipts
EFFECTIVE:	09-30-2017
SUPERSEDES:	Cash Receipts issued 02-26-15; 07-23-14
SOURCE:	
CROSS REFERENCE:	

Effective management of cash receipts consists of methods that improve the rapidity with which an institution increases its bank balance. All cash should be deposited in an interest-bearing account daily.

"Cash" is defined as coin, currency, checks, money orders, and credit card transactions.

Required procedures for cash collection points include the following:

1. Accounting for cash as it is received.
2. Adequate separation of duties and checks and balances, which includes cash collecting, depositing, reconciling and reporting.
3. Proper pre-numbered receipts given for all cash received.
4. Approval of any voided cash receipts by supervisor.
5. Deposit of cash promptly.
6. Reconciliation of validated deposit forms to supporting documentation.
7. Proper safeguarding of cash.

Depositories

Financial institution services (to include investments) shall be evaluated and selected based upon services rendered by the financial institutions serving the institution. The president is authorized to select (subject to the approval of the Chancellor) the primary financial institution, or banks, where funds are deposited through a best value request for proposal process to be undertaken at least every five years. Financial institutions must be insured by FDIC/FSLIC and must be designated in the Security for Alabama Funds Enhancement (SAFE) program.

A single bank account can represent a number of cash accounts on an institution's books. It is possible to accurately account for the cash in a number of separate funds on the institution's books when only one bank account is used. Where separate bank accounts are maintained, an institution should attempt to combine those for a more effective cash management policy. The accounting records must reflect the amount of cash available in each fund.

State Appropriation

Annual requests are made to the Governor and the Legislature for the state appropriation from the Education Trust Fund (ETF). The Alabama Community College System Office prepares the Executive Budget Office (EBO) Request for the community and technical colleges. State appropriations are allotted to the colleges electronically on a monthly basis.

Accounts Receivable

All funds due the College must be recorded as an accounts receivable. The Alabama Community College System's Chart of Accounts must be used to assign an accounts receivable account code. The Business Office is responsible for including in its internal control system practices that provide the following:

- a. Collecting information for accounts receivable for all funds due the College.
- b. Preparing detailed billings and transmitting them to the responsible agency in a timely manner, so as not to delay the receipt of cash.
- c. Recording all funds due the College as an accounts receivable.
- d. Reconciling the accounts receivable balance shown in the general ledger to the unpaid billings each month.
- e. Aging the accounts receivable and following up on uncollected amounts.

State law prohibits any institution, or state agency, from lending its credit to any individual or corporation. Student accounts receivables should consist of only tuition payments due from third parties.

The Business Office staff will create detail codes with accounting data, assess charges, process payments, handle third party contracts, exemptions, generate billings, process returned checks, handle collection activity of past due accounts and perform various audit and control functions.

1. The College cashiers receive funds from various sources for tuition, fees, books, supplies, continuing education courses, live work orders, testing fees, and other miscellaneous sources. The accepted methods of payment to the College are cash, check, Visa, MasterCard, and Discover Card. The College does not accept any other credit cards.
2. Tuition and fees may be paid in person at the cashier window or online. Students have the ability to pay for tuition and fees online by accessing their student account via the internet.
3. The College offers job placement testing to the community. The fees are paid at the time of testing via cash, check, Visa, or MasterCard. Fees collected must be forwarded to the college cashier for daily processing.
4. The College offers continuing education classes to the community. Participants register with the Continuing Education Department via mail, fax, or telephone. The Course fees are paid at the time of registration via cash, check, Visa, MasterCard, and Discover Card. Registration fees must be forwarded to the college cashier for daily processing. The

cashier attaches the registration form to the receipt and attaches both to the daily receipts recap.

5. All checks received by the College in areas outside of the Cashier Function, must be forwarded to the Comptroller in the Business Office to initiate receipt processing. The Comptroller restrictively stamps the checks, logs the checks in the *Business Office Check Log*, and provides a copy of the checks to the Accounts Receivable Accountant for coding. The Comptroller/Accounts Receivable Accountant forwards the original check to the college cashier for receipt in the accounting system. A copy of the check with coding is retained in Accounts Receivable for our records. Daily receipts must be deposited within three (3) business days.
6. The Accounts Receivable Accountant is responsible for preparing detailed billings and transmitting them to the responsible agency in a timely manner, so as not to delay the receipt of cash.

Balancing of Cash Receipts

- All funds collected must be balanced daily, by mode of payment, by comparing the total of the cash, checks and credit cards to the computerized accounting reports, to the pre-numbered receipts totals, and to the totals of the money received by mail.
- Over/short amounts must be separately recorded, and investigated and resolved to the extent possible (See section Cash over/short).

Reconciliation of Cash Collected

- Balance all cash receipts daily to the accounting system and supporting documentation (daily deposit slip, system receipts, and system reports) and resolve all discrepancies.
- Balance the total monthly receipts to the monthly bank account statements and accounting system monthly reports and resolve all discrepancies.

Cash over/short

- All cash overages and shortages must be documented by individual cash drawer on a daily basis and documented with that day's activities.
- An employee is liable for loss of any cash collected by his or her office.
- Object code 325, "Reserve for Cash Operating Differences," should be used to record daily cash overages or shortages.
- At year-end, close an overage balance to Miscellaneous Revenue, object code 486, or close a shortage balance to expense object code 698.

Returned Checks

Two-year colleges have been authorized by the Alabama Community College System Board of Trustees to charge for each check that is issued to the institution and is returned for insufficient funds or other reasons. A fee will be charged for any check written to the College, which is returned. The current amount of the returned check fee allowed by state law is \$30.00, which is the maximum allowed by state law. The College utilizes a third-party to collect and process

returned checks. Students with returned checks will be placed on processing hold until all charges have been paid and will remain on a “cash-only” basis thereafter.

Cancellation of Uncollectible Debits

The Chancellor is authorized to review and submit to the Attorney General's Office for approval the cancellation of an uncollectible debt incurred at an institution. The president should write a detailed letter to the Chancellor explaining how the debt was incurred and the reason it is uncollectible; supporting documentation must be attached.

POLICY NAME:	309.01 Purchasing
EFFECTIVE:	09-30-2017
SUPERSEDES:	309.01 issued 02-26-15; 07-23-14; 03-27-08
SOURCE:	<i>Code of Alabama 41-16-50; 41-16-51</i>
CROSS REFERENCE: 309.03	

1. When making purchases, each institution shall refer to the Alabama Competitive Bid law to ensure that all legal requirements are met in the purchase process.
2. All personal property acquisitions estimated to exceed \$500,000 shall be submitted to the Board of Trustees for approval. The Chancellor shall be authorized to approve unforeseen increases in cost not to exceed ten (10) percent of the Board-approved purchase amount.
3. It shall be a breach of ethical standards for any employee who is involved in purchasing to become or be, while such an employee, the employee of any party contracting with the particular governmental body in which the employee is employed.
4. Institutions under the direction and control of the Board of Trustees must make every effort to afford equal access and opportunities to minority professionals and businesses.

Bid Law: Section 41-16-50 of the Code of Alabama as amended generally defines contracts for which competitive bidding required generally as follows:

(a) With the exception of contracts for public works whose competitive bidding requirements are governed exclusively by Title 39, all expenditure of funds of whatever nature for labor, services, work, or for the purchase of materials, equipment, supplies, or other personal property involving fifteen thousand dollars (\$15,000) or more, and the lease of materials, equipment, supplies, or other personal property where the lessee is, or becomes legally and contractually, bound under the terms of the lease, to pay a total amount of fifteen thousand dollars (\$15,000) or more, made by or on behalf of any state trade school, state junior college, state college, or university under the supervision and control of the Alabama Community College System, the district boards of education of independent school districts, the county commissions, the governing bodies of the municipalities of the state, and the governing boards of instrumentalities of counties and municipalities, including waterworks boards, sewer boards, gas boards, and other like utility boards and commissions, except as hereinafter provided, shall be made under contractual agreement entered into by free and open competitive bidding, on sealed bids, to the lowest responsible bidder. Prior to advertising for bids for an item of personal property or services, where a county, a municipality, or an instrumentality thereof is the awarding authority, the awarding authority may establish a local preference zone consisting of either the legal boundaries or jurisdiction of the awarding authority, or the boundaries of the county in which the awarding authority is located, or the boundaries of the Core Based Statistical Area in which the awarding authority is located. If no such action is taken by the awarding authority, the boundaries of the local preference zone shall be deemed to be the same as the legal boundaries or

jurisdiction of the awarding authority. In the event a bid is received for an item of personal property or services to be purchased or contracted for from a person, firm, or corporation deemed to be a responsible bidder, having a place of business within the local preference zone where the county, a municipality, or an instrumentality thereof is the awarding authority, and the bid is no more than five percent greater than the bid of the lowest responsible bidder, the awarding authority may award the contract to the resident responsible bidder. In the event only one bidder responds to the invitation to bid, the awarding authority may reject the bid and negotiate the purchase or contract, providing the negotiated price is lower than the bid price.

With the exception of contracts for public works whose competitive bidding requirements are governed exclusively by Title 39, all expenditure of funds of whatever nature for labor, services, work, or for the purchase of materials, equipment, supplies, or other personal property involving fifteen thousand dollars (\$15,000) or more, and the lease of materials, equipment, supplies, or other personal property where the lessee is, or becomes legally and contractually, bound under the terms of the lease, to pay a total amount of fifteen thousand dollars (\$15,000) or more, made by or on behalf of any state trade school, state junior college, state college, or university under the supervision and control of the State Board of Education, the city and county boards of education, the district boards of education of independent school districts, the county commissions, the governing bodies of the municipalities of the state, and the governing boards of instrumentalities of counties and municipalities, including waterworks boards, sewer boards, gas boards, and other like utility boards and commissions, except as hereinafter provided, shall be made under contractual agreement entered into by free and open competitive bidding, on sealed bids, to the lowest responsible bidder.

(b) The governing bodies of two or more contracting agencies, as enumerated in subsection (a), or the governing bodies of two or more counties, or the governing bodies of two or more city or county boards of education, may provide, by joint agreement, for the purchase of labor, services, or work, or for the purchase or lease of materials, equipment, supplies, or other personal property for use by their respective agencies. The agreement shall be entered into by similar ordinances, in the case of municipalities, or resolutions, in the case of other contracting agencies, adopted by each of the participating governing bodies, which shall set forth the categories of labor, services, or work, or for the purchase or lease of materials, equipment, supplies, or other personal property to be purchased, the manner of advertising for bids and the awarding of contracts, the method of payment by each participating contracting agency, and other matters deemed necessary to carry out the purposes of the agreement. Each contracting agency's share of expenditures for purchases under any agreement shall be appropriated and paid in the manner set forth in the agreement and in the same manner as for other expenses of the contracting agency. The contracting agencies entering into a joint agreement, as herein permitted, may designate a joint purchasing or bidding agent, and the agent shall comply with this article. Purchases, contracts, or agreements made pursuant to a joint purchasing or bidding agreement shall be subject to all terms and conditions of this article.

In the event that utility services are no longer exempt from competitive bidding under this article, non-adjointing counties may not purchase utility services by joint agreement under authority granted by this subsection.

(c) The awarding authority may require bidders to furnish a bid bond for a particular bid solicitation if the bonding requirement applies to all bidders, is included in the written bid specifications, and if bonding is available for the services, equipment, or materials.

(d) Notwithstanding subsection (a), in the event the lowest bid for an item of personal property or services to be purchased or contracted for is received from a foreign entity, where the county, a municipality, or an instrumentality thereof is the awarding authority, the awarding authority may award the contract to responsible bidder whose bid is no more than 10 percent greater than the foreign entity if the bidder has a place of business within the local preference zone or is a responsible bidder from a business within the state that is a woman-owned enterprise, an enterprise of small business, as defined in Section 25-10-3, a minority-owned business enterprise, a veteran-owned business enterprise, or a disadvantaged-owned business enterprise. For the purposes of this subsection, foreign entity means a business entity that does not have a place of business within the state.

BID LAW, Section 41-16-21 of the Code of Alabama

Alabama Community Colleges are not required to use the bid process for creative services like advertising, graphic design, etc. This allows you to place value on expertise, working relationships and creative talent in selecting consultants, since price isn't the only critical variable. Alabama Community Colleges are allowed to select the firm they choose to work with and directly contract with them or choose to use the bid process.

Contracts for which competitive bidding not required generally.

(a) Competitive bids shall not be required for utility services where no competition exists or where rates are fixed by law or ordinance, and the competitive bidding requirements of this article shall not apply to: The purchase of insurance by the state; contracts for the securing of services of attorneys, physicians, architects, teachers, artists, appraisers, engineers, or other individuals possessing a high degree of professional skill where the personality of the individual plays a decisive part; contracts of employment in the regular civil service of the state; purchases of alcoholic beverages only by the Alcoholic Beverage Control Board; purchases and contracts for repair of equipment used in the construction and maintenance of highways by the State Department of Transportation; purchases of products made or manufactured by the blind or visually handicapped under the direction or supervision of the Alabama Institute for Deaf and Blind in accordance with Sections 21-2-1 through 21-2-4; purchases of maps or photographs purchased from any federal agency; contractual services and purchases of personal property, which by their very nature are impossible of award by competitive bidding; barter transactions by the Department of Corrections; and purchases, contracts, or repairs by the Alabama State Port Authority when it is deemed by the Director of the Alabama State Port Authority and the Secretary-Treasurer of the Alabama State Port Authority that the purchases, contracts, or repairs are impractical of award by competitive bidding due to the exigencies of time or interference with the flow of commerce. The Director of the Alabama State Port Authority and the Secretary-Treasurer of the Alabama State Port Authority shall place a sworn statement in writing in the permanent file or records setting out the emergency or exigency relied upon and the necessity for

negotiation instead of proceeding by competitive bidding in that particular instance, and the sworn statement shall be open to public inspection. A copy of the sworn statement shall be furnished forthwith to the Governor and Attorney General.

(b) All educational and eleemosynary institutions governed by a board of trustees or other similar governing body and the Alabama State Port Authority shall be exempt from this article which relate to the powers, duties, authority, restrictions, and limitations conferred or imposed upon the Department of Finance, Division of Purchasing. The educational and eleemosynary institutions, the Alabama State Port Authority, and the other state agencies exempted from this article shall let by free and open competitive bidding on sealed bids to the lowest responsible bidder all contracts of whatever nature for labor, services or work or for the purchase or lease of materials, equipment, supplies, or other personal property involving fifteen thousand dollars (\$15,000) or more. The institutions, departments, and agencies shall establish and maintain purchasing facilities as may be necessary to carry out the intent and purpose of this article by complying with the requirements for competitive bidding in the operation and management of each institution, department, or agency.

(c) Contracts entered into in violation of this article shall be void.

BID PROCEDURES

1. The following information must be provided to the *Administrative Assistant to the Dean of Finance* who prepares and submits bids:
 - a. Specifications
 - b. At least three (3) prospective vendors with addresses
 - c. Delivery date required and any other special conditions or terms
2. The Dean of Finance will review and approve all submissions.
3. Competitive bids will be invited from parties specified and any other vendors who have asked to be placed in the college bid file or any other known responsible bidder. Bids are recommended for all major purchases to take greatest advantage of price competitiveness. Date, time and location for bid quote delivery are specified in bid advertisement.
4. Bid invitations are generated from the specifications received. When bid invitations are sent, TSTC may give the bidders up to twenty one days to receive the invitation, process the information, and return a response or bid quote.
5. No late bid quotes are accepted. FAX quotes are not accepted. Bidders are requested to send a response to the bid invitation even if they do not wish to bid on the bid items.
6. Business Office records bid proposals, bid bonds, and other documentation at the bid opening. At least two employees must be present at the bid opening.
7. After the bid opening, Business Office notifies Budget Manager(s) to review bid documents for determination of lowest responsible bid.
8. After the appropriate low bidder is determined the Budget Manager should notify the Administrative Assistant to the Dean of Finance so a letter of award can be prepared to notify bidders of selection/non-selection.
9. Original bid documents are maintained in the Business Office for review by the Examiners of Public Accounts.

10. The department requesting the bid should then prepare a requisition for the items to be purchased. Procedures for requisition preparation in **309.03 Purchase Requisitions/Purchase Orders**.

Purchasing/Credit Card Policy and Procedures

Policy Statement

The College credit card program is intended to streamline and simplify purchasing and accounts payable functions. The College credit card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for accounting purposes and offers flexible controls to help ensure proper usage. The card may be used with any merchant who accepts Visa, either in-store, by phone, mail, fax or on-line, subject to the College's purchasing and travel policies. The College credit card is not a personal credit card and remains the property of College. The liability for all outstanding charges on the card is with the College. Therefore, the credit card must only be used for purchases required in the normal course of business and comply with all College purchasing policies.

Program Overview

The College credit card program is designed to complement existing purchasing processes including petty cash, check requests, and purchase orders. **The College credit card program is not intended to avoid or bypass current payment procedures and purchasing policies. Proper documentation and record keeping is essential.** Card users Agree to obtain receipts for all card purchases and maintain proper supporting documentation. Every receipt requires documentation explaining how the expense relates to College business. All receipts must be detailed and itemized. Receipts should show all items purchased, not just a total amount.

Procedures

1. The credit cards may be used for authorized expenditures. No personal use of the credit card is authorized.
2. The College credit cards (VISA, Wal-Mart, Office Depot, Sam's, etc.) maybe checked out in the Business Office with the Administrative Assistant to the Dean of Finance. Should she not be available any other Business Office employee may assist in checking out the credit card.
3. **Use of credit card:** Regular purchasing policies and procedures apply when using the credit card.
 - a. Submit a completed purchase request form on-line (except gas purchases).
 - b. Receive a purchase order number.
 - c. "Sign out" credit card from Business Office and provide copy of purchase order.
 - d. Order merchandise.
 - e. Return and sign in credit card with **signed** receipt on same or next business day, with the exception of hotel receipt. Hotel confirmations should be submitted in lieu of hotel receipts no later than same or next business day until travel has been completed. Once travel has been completed, the hotel receipt showing zero

balance should be submitted to Accounts Payable no later than same or next business day after return to base.

- i. Individual hotels will provide a “credit card authorization form” that must be completed by the traveler and Business Office prior to traveling. A copy of the form must be provided to the Business Office.
 - ii. Employees are **prohibited** from taking the purchase card with them as they travel.
4. Use of gas card (do not require purchase order):
- a. Sign out gas card.
 - b. Return and sign in card to Business Office with **signed** receipt of purchase on same or next business day.

Credit Card: Cardholder Disciplinary Actions

Failure to comply with the terms for the use of the credit card may result in the suspension or revocation of the card privileges. A *Notice of Suspended Privilege and Personal Liability Form* will be issued to the employee (*Exhibit 5: Notice of Suspended Privilege and Personal Liability Form*).

1. Card users that do not meet the deadlines may lose their credit card privilege.
2. Cardholders and Supervisors will be notified of delinquent receipts.
3. The College will seek restitution for inappropriate or fraudulent charges.
4. Misuse of the credit card will also result in revocation of the card and possible disciplinary action.
5. Employees who are found to have inappropriately used the College credit card will be required to reimburse the College for all costs associated with such improper use.
6. The College reserves the right to cancel or close a credit card account.

Budget Center Purchases Joint Purchase Agreement (JPA) and Office Depot

The College operates in compliance with ACCS policy to procure quality products and services at a competitive price from suppliers and contractors who can best meet our functional, quality, schedule and service needs. Since we no longer have a central supply department, the business office is working to provide a means for budget centers to purchase items necessary for their operations. There will be no individual at the college who is responsible for obtaining price information. Each budget center will be responsible for its own purchases. The College has established shared log-in’s for designated vendor websites. The purchasers will be able to shop and hold items to allow for the generation of a purchase request.

1. Upon receipt of the purchase order, the purchaser will forward the PO information to the designated business office personnel for order placement. All established accounts function essentially the same with limited differences between the accounts
2. Software and hardware purchases should be coordinated with the IT Department to ensure that compliant models are purchased.
3. On-line access has been established for all budget center purchasers for Office Depot, CDW-G, and Staples, please follow the below procedures to access each.

4. We have working to establish on-line access for all budget center purchasers for the following vendors:
 - a. Lee-Russell Council of Governments Co-operative
 - i. Office Depot
 - b. Joint Purchase Agreement
 - i. CDW-G
 - ii. Global GovEd Solutions (In progress)
 - iii. GovConnection (In progress)
 - iv. Howard Computers (In progress)
 - v. PC Mall Gov(In progress)
5. Links:
 - a. **OFFICE DEPOT link:** <http://business.officedepot.com/>
 - i. Click on My account tab & login. (Global Login: **3344204200** & Global Password: **TSTCorder1**)
 - ii. Shop
 - iii. Add items and quantities to the cart.
 - iv. Click on Check Out
 - v. On Checkout Page:
 1. Enter your e-mail address (Located under Email options).
 2. Verify correct shipping address (Please do not change the default address).
 3. Under Order Information
 - a. Enter 0 for the PO number.
 - b. Enter your name in the contact field.
 - c. Enter your phone number in the contact phone field.
 4. Click Update Cart at the bottom of the page
 5. Next, click on “Put this order on Hold” at the bottom of the page.
 6. When order number appears print page for records.
 7. Use the order information as your quote for your PO.
 - vi. Get PO thru online process.
 - vii. Once you receive your approved PO, Forward PO and order # to the designated business office personnel.

The orders will be reviewed and released daily. (Note: Orders will be reviewed as timely as possible during registration.) Business office personnel will update the order with the PO number and release the orders. Office Depot process and ships ground for free.

- b. **CDW-G extranet link:** <http://www.cdwg.com/alpostsecondary>
 - i. Click on login in the top left corner. (Global Login: **Trenholmcdwg** & Global Password: **Cdwgorders2**)

- ii. Shop
- iii. Add items to cart.
- iv. We are under 2 different contracts (AL Postsecondary Education and National IPA) with CDW-G. If you are asked to choose your price, select the best price. Each contract offers free ground shipping.
- v. Create standard quote include Buyer's Name as the quote description.
 - 1. Verify the shipping address
 - 2. Enter your Name, phone number, and email address and click continue
 - 3. Verify that the free shipping option is selected and click continue
 - 4. Review your items and click request a quote to use for your purchase request.
 - 5. Enter your name for the Quote Description.
- vi. Get PO thru online process.
- vii. Log back into CDW-G and click on account center.
- viii. Scroll down to recent quotes find your quote and click on it.
- ix. Verify the items against your PO and click checkout.
 - x. Select a shipping method (Free ground shipping) and click continue.
- xi. Click the Net Terms button, enter your PO # in the purchasing reference section, and click continue
- xii. Review your order before clicking place order.
- xiii. Once you order a confirmation email will be sent to the email address that you entered in the quote process
- xiv. CDW-G processes and ships 3-5 for free.

c. **STAPLES Advantage link:** www.staplesadvantage.com

- i. Click on login. Every user has an individual login and password.
 - 1. Enter the Customer ID: **1825085ATL**
 - 2. Login
 - 3. Shop
 - 4. Add items and quantities to the cart.
 - 5. Click on the "Add to List" link
 - 6. Click create new list
 - a. Name your List to something that you will remember
 - b. Access Level should be set to personal
 - c. Enter a description if desired
 - d. Click on "Create New List"
 - e. Lists are stored under the Dashboard Menu in the top right section of the screen

- f. Click Clear Cart once you have created your list to ensure that you do not accidentally order without a PO.
- ii. Begin the online PO process.
 1. Staples is listed in Campus Key as vendor 201500070 or search by “STAPLES”
 2. Your PO should reference **NJPA Contract #031210-SCC**
 3. Login into www.staplesadvantage.com once you receive your approved PO.
 4. Click on the dashboard menu and select your desired list
 5. Click on the items to select from the list or select all
 6. Click on the “Add to Cart” link
 7. Verify the shipping information
 8. Enter your PO number
 9. Select “Invoice this account” if not selected under payment method
 10. Click Submit Order

POLICY NAME:	309.02 Single Source and Sole Source Vendors
EFFECTIVE:	09-30-2017
SUPERSEDES:	309.03 issued 02-26-15; 07-23-14; 02-05-13;
SOURCE:	
CROSS REFERENCE: 309.01	

1. A contract or purchase order for a required or designated commodity, service or equipment may be awarded to a sole source supplier or single source vendor only when it is justified in writing and approved by the Chancellor of the ACCS. The Chancellor shall report to the ACCS Board of Trustees all sole/single source contracts.
2. The request for a sole/single source purchase must be based on the institution's investigation, evaluation, and documentation of alternate sources of supply. Rejection of similar products must be based only on their failure to meet specific and necessary specifications. A listing of the unique technical specifications required of the product and the potential companies contacted in the search for alternate sources must be included as well as the evaluation of those products. No vendor shall be used to assist the institution in writing any sole source documents.
3. Approval for a sole source supplier or single source vendor shall be given only if the institution establishes that no other vendor offers substantially equivalent goods or services that can accomplish the purpose for which the goods or service is required.
4. If Single Source or Sole Source purchases are required, the appropriate Dean must prepare a written request utilizing *ACCS Request for Sole Source Justification* ([Exhibit 33: ACCS Sole Source](#)) form located at https://www.accs.cc/default/assets/File/DPE_FIS/Sole%20Source%20Vendor%20Justification.pdf containing technical specification and companies contacted in the search for alternate sources. The written request must be forwarded to the College President who will in turn make such a request of the Chancellor of the ACCS.

POLICY NAME:	309.03 Purchase Requisitions/Purchase Orders
EFFECTIVE:	09-30-17
SUPERSEDES:	309.03 issued 02-26-15; 07-23-14; 02-05-13; 03-27-08; 12-08-94; 1979
SOURCE:	
CROSS REFERENCE:	309.01; 309.02

On-line Requisitioning

Establishing a New User

Supervisors must identify all on-line requisition users and users for budget adjustment by completing and submitting the on-line request form to the Business Office. *Submit all* requests for unrestricted accounts to the *Administrative Assistant to the Dean of Finance* and all restricted forms to the *Director of Restricted Programs*.

Generating a Requisition

1. A Purchase Requisition is generated by the user via on-line requisitioning.
2. Availability of funds should be verified prior to initiating a purchase requisition. (BCBCI AS400)
3. The purchase requisition must be completed in its entirety to include vendor name, address, vendor number, quantity, cost and complete description of item(s) to be ordered, account numbers, etc. *Every effort should be made to obtain a quote for freight/shipping to be included on the purchase order.*
4. Requisitions for bid or state contract items must include the bid or state contract number and item number if available. *This serves as documentation that items purchased are purchased from a bid or state contract.*
5. If new vendors need to be set up in the system the originator is responsible for contacting the vendor and collecting a *Vendor Setup Form* (***Exhibit 6: Vendor Set-Up Form***), *W-9 Form* (***Exhibit 7: W-9 Form***) and *Disclosure State of Alabama Statement Form* (***Exhibit 9: State of Alabama Disclosure Statement Form***), if applicable. Section 41-16-82, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, purchase orders, or grant proposals to the State of Alabama in excess of \$5,000. A separate disclosure statement is required for each contract, grant, or purchase order that exceeds \$5,000 even if it is the same vendor. These forms must be forwarded to the Administrative Assistant to the Dean of Finance for input to accounting system. Until the vendor is established, an on-line requisition cannot be processed.

6. If vendor address changes a new W-9 form (*Exhibit 7: W-9 Form*), along with a Vendor Remittance Form (*Exhibit 8: Vendor Remittance Form*) will required unless Vendor sends notification of such change will valid documentation. Originator should verify vendor's information before initiating a purchase order. Accounts Payable will request information if the address information is changes upon auditing of payment to vendor.
7. If budgeted funds are not available it will be necessary to submit a Request for Budget Adjustment via online request under Budget Center Processing. This action must be processed before the on-line requisition can be initiated. The only exception for online submission is if you are transferring funds between budget centers then you must submit the *Budget Transfer Form (Exhibit 4: Budget Transfer Form)*. This form can be found on the colleges' intranet.
8. After submission via the web your on-line requisition and request for budget adjustment will take the following approval path:
 - a. Initiator/Supervisor
 - b. Dean
 - c. Director of Restricted Programs (*if applicable*)
 - d. Business Office
 - e. Dean of Finance, Executive Vice President, and President (*if purchase is \$5000.00 or more*)

Issuance of Purchase Order

1. Once approved a Purchase Order Number is issued to the appropriate vendor.
2. An email notification is sent via the system notifying the user that the purchase order has been issued.
3. The originator prints the purchase order and is responsible for faxing, emailing or mailing it to the vendor. *Please be certain that you are using the purchase order number and not the requisition number.*
4. If checks are requested for a certain date, the originator is responsible for printing the purchase order and forwarding it to the accounts payable office at least 10 business days prior to the date the check is needed.

5. If additional documentation is needed for payment (example registration form) the originator is responsible for submitting that information along with a printed copy of the purchase order to Accounts Payable.
6. To close or void a purchase order requires notification to the *Administrative Assistant to the Dean of Finance and/or Director of Restricted Programs*. If a balance remains on purchase order after payment the initiator needs to request the Business Office to close the purchase order. If the purchase order is not utilized after issuance the initiator must notify the Business Office to void/close the purchase order.

Manual Requisitioning

The use of a manual requisition, *Purchase Requisition/Purchase Order Form (Exhibit 10: Purchase Requisition/Purchase Order)*, is limited to emergencies only and must be approved in writing by the Business Office.

Changes in Purchase Orders

- a. Increasing quantities, changing or substituting items that were approved on the original Purchase Order is prohibited and considered an unauthorized purchase. Individuals will be held personally responsible.
- b. Increases, resulting from freight or price increase in excess of \$100 for items ordered require a new purchase order. The original Purchase Order must be referenced on the new purchase order.

Check Requests

Check Request Forms (Exhibit 11: Check Request Form), which should not be utilized to circumvent the purchasing process, must include all applicable signatures before submitting to the Business Office.

Unauthorized Purchases

Purchasing items that were not approved prior to completing the purchase order process or deviating in any way from the approved order (i.e., purchasing an item without a purchase order) is prohibited and considered an unauthorized purchase. Individuals who make unauthorized purchases may be held personally responsible and be subject to disciplinary actions.

Year-end Processing

Deadline to cut off purchases will be established by the Business Office. If any purchase orders requiring closing without payment, forward email to Business Office assistant requesting closure immediately. Only Emergency Purchases will be authorized after cut off using Check Request Form. Prior approval for Emergency Purchases must be obtained first.

POLICY NAME:	309.04 Contracts
EFFECTIVE:	09-30-2017
SUPERSEDES:	Contracts issued 02-26-15; 07-23-14; 02-05-13
SOURCE:	
CROSS REFERENCE:	

Service Contracts:

- a. To ensure the college has all the information needed for service contracts, a contract between the vendor and Trenholm State Community College is needed.
- b. Examples of services that require a signed contract are (but not limited to) license agreements and technical support, etc.
- c. If you are not sure if a contract will be needed, please contact the Dean of Finance and Administrative Services.
- d. No contractual services should be performed until all necessary approvals have been acquired.
- e. If these procedures are not followed and a vendor begins work without approval the responsible individual may be personally liable for payment of any fees earned.
- f. All contracts, license forms, and agreements must be submitted to the Dean of Finance and Administrative Services. After review by the Dean of Finance and Administrative Services, they are forwarded to the appropriate signatory and a copy returned to the department or contractor, as required.

Professional Service/Consultant Contracts: Employee vs. Contractor

The College utilizes various individuals to provide instructional and other services. These individuals may be employees or independent contractors. The IRS publishes rules to govern the treatment as employees or independent contractors in its *Publication 15 – Circular E Employer’s Tax Guide and Publication 15A – Employer’s Supplemental Tax Guide*. Generally, a worker who performs services for the College is an employee if the College has the right to control what will be done and how it will be done. Generally, a person is an independent contractor if the person for whom the services are performed has the right to control or direct only the result of the work and not the means and methods of accomplishing the result. If an employee-employer

relationship exists, it does not matter what it is called or how the payments are measured or paid. A person cannot receive a W-2 and a Form 1099 Miscellaneous from the same employer in the same year as a general rule.

Part-Time Employees Timesheets (GED/Adult Education, Librarians, Tutors, Culinary Lab Assistants, etc, excludes Adjunct employees).

1. Dean and/or designees must complete Employee Data Sheets, as part-time employees don't have contracts.
2. Employment Data Sheets must be submitted to HR at the time of approval.
3. Data sheets are to be reviewed by the Business Office respective Directors upon receipt and will be returned to Human Resources for processing.
4. Completed and approved timesheet (***Exhibit 12: Time and Attendance Report-Employee***) must be submitted to Payroll by the 18th of the month.
5. The reporting period on the Employee Time and Attendance Reports should be from the 16th of the month to the 15th of the following month.

Professional Service/Consultant Contracts, excluding Training for Existing Business and Industry (TEBI):

- I. Formal contracts/agreements are required for all consultant arrangements in which (a) there is an exchange of monies between the College and the contractor (expenditure and revenue); or (b) the College provides consideration other than money (the services of faculty and/or students, use of campus facility, etc.). The following are procedural steps for preparing a Professional Services Contract: (***Exhibit 13: Professional Services Contract***)
 - a. The Professional Services Contract template is available on the College intranet. *The project director/initiator will complete the Professional Services contract which must contain the following information:*
 - i. Independent Contractor Name
 - ii. Social Security Number or Employer Identification Number
 - iii. Independent Contractor Status
 - iv. Service to be provided/duties of the contractor
 - v. Responsibilities of the College

- vi. Contract Financial Arrangements
 - vii. Contract financial arrangements must include contract period and how payment will be provided for services performed.
 - viii. If contractor is to be paid by the hour, contract financial arrangements must include language to indicate the hourly rate and pay period. Timesheets must be submitted by the contractor to the project director/initiator for approval.
2. Contract Expiration

Project Director will forward completed contract with the appropriate Dean's signature to Business Office at least two weeks prior to the effective date of the contract.
 3. The President will sign the Professional Services Contract on behalf of the College.
 4. Project Director/initiator will obtain signature of contractor after receiving approval to hire.
 5. Project Director/initiator will collect completed *W-9 Form (Exhibit 7: W-9 Form)* and *Vendor Remittance Form (Exhibit 8: Vendor Remittance Form)* from the contractor.
 6. Project Director/initiator will forward signed Professional Service Contract, W-9 and Vendor Remittance Form to Business Office.
 7. Contractor may not begin to perform services until final approval by the President. If such work has begun prior to President's approval the Project Director/initiator may be held personally liable for payment of any fees earned.
 - a. The director/initiator will complete an on-line Purchase Request in order to encumber the necessary funds or a Check Request Form.
 - b. The project director/initiator must prepare and approve:
 - i. For Contractors paid at a Flat Rate: a *Check Request Form (Exhibit 11: Check Request)* indicating payment to be made, along with invoice must be forwarded to the Business Office Comptroller.
 - ii. For Contractors paid at Hourly Rate: a *Check Request Form (Exhibit 11: Check Request)* indicating payment to be made, along with completed and approved timesheet (*Exhibit 14: Time and Attendance*)

Report-Professional Service Contract) must be forwarded to the Business Office Comptroller.

- c. If contractor is paid from restricted funding sources the Check Request should be forwarded to the Director of Restricted Programs before forwarding to Comptroller.
- d. Business Office Comptroller will forward documents to Accounts Payable for processing.
- e. Prepayments:
 - i. There are no general provisions of law authorizing or legalizing prepayments. (Procedures for requisition preparation are in Accounts Payable.

Training for Existing Business/Industry (TEBI) Contracts:

Trenholm State Community College solicits training opportunities to existing businesses. TSCC and the Business develop a desired training curriculum. The training may be provided by a TSCC instructor or an outside independent contractor with the desired expertise. The Business dictates the location and timing of the training. The procedures guiding the processing of the training will depend on whether the training is conducted by a TSCC employee or an independent contractor.

TEBI Coordinator and the business/industry agree in principal to a training program. TEBI negotiates the cost of services with the business designated specialist

1. **TEBI drafts a Training Agreement and completes a *TEBI-Non Credit Courses Cost Accounting Worksheet (Exhibit 30: TEBI – Non Credit Courses Cost Accounting Worksheet)***. The Training Agreement specifies the College’s agreement to provide services to meet the Businesses’ training requirements. The Agreement must be reviewed and/or authorized by the appropriate signatory and a copy returned to the department or contractor, as required.
2. The process for an independent contractor is as follows: TEBI drafts a *Professional Services Contract (Exhibit 13: Professional Services Contract)*:
 - a. A *Professional Services Contract* is required if an independent contractor is employed to conduct the training

- i. Account Payables requires:
 1. The Professional Service Contract at the time of approval
 2. *Time And Attendance Report* for payment of work completed at least ten working days prior to payment
 3. A Check Request must accompany the Time and Attendance Report- Professional Service Contract
3. An *Employment Data Sheet* is required if the instructor is a part-time employees of the College.
 - i. Division Chairs must complete Employee Data Sheets, as part-time employees don't have contracts.
 - ii. Employment Data Sheets must be submitted to HR at the time of approval.
 - iii. Data sheets are to be reviewed by the Business Office respective Directors upon receipt and will be returned to Human Resources for processing.
4. Review/Approval Process Flow
 - a. A Copy of the original Training Agreement, the Professional Services Contract and the Cost Accounting Worksheet are forwarded to the Dean of Work Force Development for approval and signature.
 - b. Upon approval by the Dean, the TEBI Coordinator forwards the approved copies to the Business Office for review and coordination.
 - c. The President will sign the Professional Services Contract on behalf of the College.
 - d. TEBI Coordinator will obtain signature of contractor after receiving approval to hire.
 - e. TEBI Coordinator will collect completed Form W-9 from the contractor.
 - f. TEBI Coordinator will forward signed Professional Service contract and W-9 to Business Office.
 - g. Contractor may not begin to perform services until final approval by the President. If such work has begun prior to President's approval the TEBI Coordinator will be held personally liable for payment of any fees earned.

5. Payment for Independent Contractor

- a. The contractor must complete a Time and Attendance Report-Professional Service Contract.
- b. The TEBI Coordinator must prepare and obtain proper approval of a Check Request Form indicating payment to be made.
- c. The *Time and Attendance Report-Professional Service* and the *Check Request* must be forwarded to the Business Office for proper processing.
- d. If contractor is paid from restricted funding sources both the *Time and Attendance Report-Professional Service Contract* and the *Check Request* will be forwarded to the Director of Restricted Programs for review and authorization before further processing.

6. Payment for part-time employees of the College:

- a. A *Time and Attendance Report-Employee* is required and the TEBI Coordinator must obtain proper approval of the *Time Sheet* from the Dean of Work Force Development.
- b. The *Time and Attendance Report-Employee* must be forwarded to the Business Office for proper processing
- c. If the instructor/trainer is paid from restricted funding sources the *Time Sheet* will be forwarded to the Director of Restricted Programs for review and authorization before further processing.
- d. The Business Office will forward the *Time and Attendance Report-Employee* to Payroll for payment processing.
- e. Completed and approved timesheet (***Exhibit 12: Time and Attendance Report-Employee***) must be submitted to Payroll by the 18th of the month.
- f. The reporting period on the Employee Time and Attendance Reports should be from the 16th of the month to the 15th of the following month.

7. Upon completion of the training, the TEBI Coordinator must provide to Account Receivables a copy of the authorized Cost Accounting Worksheet and the Training Agreement for billing purposes.

POLICY NAME:	309.05 Accounts Payable/Disbursements
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	
CROSS REFERENCE:	

Cash Disbursements

Controlling disbursements provides an institution with great potential for maximizing the pool of cash from which short-term investments are made. There are different phases of the disbursement process that are available in cash management.

Time of Release and Preparation of Checks

Whenever possible an institution should take advantage of cash discounts that are offered. Taking offered cash discounts for payments within the specified time interval is a prime rule of good cash management. If a cash discount of "1/2% in 10 days" is lost and payment is made in "net 30 days," cash is retained an additional twenty days. That cash must be invested at 9% to equal the lost discount. Under most conditions, an investment yield high enough to offset even the lowest forfeited cash discounts is not possible. Taking all cash discounts offered is the most productive way of using institutional cash.

Prepayments:

- There are no general provisions of law authorizing or legalizing prepayments. However, there are three exceptions: prepayment to the Federal government (Code of Alabama 1975, §41-4-114(c) as amended), travel advances for Department of Revenue examiners (Code of Alabama 1975, §40-2-9 as amended) and advance travel/prepaid travel expense (Code of Alabama 1975, §36-7-24, §36-7-25 as amended).
- The State Constitution reads "nor shall any officer of the State bind the State to the payment of any sum of money but by authority of law." In the absence of law to the contrary, there is no authority for prepayment.
- There is also no authority allowing the institution to pay for purchases made by an employee who has not received proper written approval by the institution.
- The payment request is required to have invoices, receipts, and other evidence of obligation attached, showing the authority for payment and the accounts to be charged.

Receiving and Payments

Accounts Payable will audit all purchase orders submitted for accuracy, legality, proper supporting documentation, authorized signatures, and for compliance with federal laws, state laws, fiscal policies and procedures, as well as Alabama Community College System Board of Trustees policies and procedures.

- When the merchandise is received, the responsible employee should immediately open and inspect the shipment to verify the quantity and condition of the items received against the purchase order, if applicable.
- If all items received are in acceptable condition, the approved invoice should be forwarded to the accounts payable section to be compared with the vendor's invoice and placed in line for payment.
- If discrepancies are found during the process, they should be called to the attention of the purchasing agent for correction.
- All invoices must be approved for payment by ensuring the affixed stamp is completed on each invoice, excluding rent and utilities:
 - Approved for Payment
 - Date: _____
 - PO #: _____
 - Close PO: Yes _____ No _____
 - Signature: _____

POLICY NAME:	310.01 Voluntary Payroll Deductions
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	Code of Alabama 16-22-17; 17-17-5
CROSS REFERENCE:	

Institutions may offer employees the opportunity to participate in various types of voluntary payroll deductible programs. Such programs shall be at the discretion of each President and shall be selected in accordance with local policy. However, in no event shall an institution use its payroll mechanism or any other similar mechanism to withhold dues from an employee's paycheck and then remit those dues to an organization that engages in political activities in violation of Alabama law.

POLICY NAME:	313.01 Instructional Supplies
EFFECTIVE:	09-30-17
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.4</i>
CROSS REFERENCE:	

The President and Treasurer of an institution under the control of the Board of Trustees are hereby authorized to sign all necessary papers in connection with the purchase, procurement, and proper accounting of non-consumable tax-free alcohol for use in instructional programs, only at their respective institution.

A President may authorize the purchase of alcohol with state funds provided that the alcohol is used for instructional purposes as a as a part of a culinary arts or other food preparation program.

POLICY NAME:	315.01 Gifts and Bequests
EFFECTIVE:	09-30-2017
SUPERSEDES:	315.01 issued 02-26-15; 07-23-14; 02-05-13; 03-27-08
SOURCE:	<i>Code of Alabama 16-60-111.4</i>
CROSS REFERENCE:	

The Board of Trustees is statutorily authorized to accept all gifts and donations to the institutions. The Board designates the Chancellor or the President to accept gifts and donations on its behalf.

PROCEDURES:

1. The Chancellor is designated to accept gifts and donations to the Alabama Community College System and to use these for the purposes designated insofar as these purposes are in keeping with the philosophy of the System and the policies and procedures of the Board of Trustees.
2. The President is designated to accept gifts and donations to the institution and to use these for the purposes designated insofar as these purposes are in keeping with the philosophy of the institution, the System, and the policies and procedures of the Board of Trustees.
3. An institution’s gifts and bequests will be listed in the notes to the institution’s annual financial statements.

POLICY NAME:	315.02 Solicitation of Gift or Contribution from Vendors
EFFECTIVE:	09-30-2017
SUPERSEDES:	315.02 issued 02-26-15; 07-23-14; 02-05-13; 02-24-11
SOURCE:	<i>Code of Alabama 16-60-111.4</i>
CROSS REFERENCE:	

Employees of the Alabama Community College System shall not solicit any gift or contribution from any vendor or from any entity that they know to be a potential vendor, for the benefit of the institution where such gift is stated or implied by such employee to be a condition of developing or maintaining a business relationship with the institution.

PROCEDURES

1. No vendor shall be chosen based on a past, present or future contribution to the institution, or to any other institution of the Alabama Community College System. Any solicitation of vendors or potential vendors shall only be as part of broad general/generic appeals to the community at large. No solicitation shall be made of any lobbyist.

2. No employee of the Alabama Community College System or any of its institutions or a member of the household of an employee of the Alabama Community College System or any of its institutions shall solicit or accept anything for the purpose of influencing official action, regardless of whether or not the thing solicited or received is a thing of value, or as allowed by Code of Alabama (1975) §36-25-1 et seq.

POLICY NAME:	316.01 Travel
EFFECTIVE:	09-30-17
SUPERSEDES:	316.01 issued 02-26-15; 07-23-14; 02-05-13; 03-27-08
SOURCE:	<i>Code of Alabama 36-7-20 through 36-7-23; Act#2017-409, HB550</i>
CROSS REFERENCE:	709.01

All auditing of Travel expenses will be performed by the Business Office personnel.

1. In-state

The President is authorized to approve in-state travel for institution employees or students traveling on institution-related activities. Reimbursement shall be made in accordance with applicable state laws.

2. Out-of-state

The President is authorized to approve out-of-state travel for each institution’s employees or students traveling on institution-related activities. Reimbursement shall be made in accordance with applicable state laws. All out-of-state travel must be reported to the Chancellor. The Chancellor shall issue a procedure and a reporting format. The Chancellor shall report all out-of-state travel to the Board of Trustees.

3. Foreign

The Chancellor must approve all foreign non-educational travel prior to the commencement of the travel. Refer to ACCS Policy 709.01 related to educational foreign travel. The Chancellor shall issue a procedure and a reporting format. The Chancellor shall report all out-of-state travel to the Board of Trustees.

PROCEDURE:

Payment for Reimbursement of Travel Expenses

When traveling at Trenholm State’s expense, employees should, in all cases, seek to obtain the lowest possible fares and rates by scheduling their travel in the manner that will be the ***most economical*** to the College. It is the traveler’s responsibility to obtain documentation of the travel costs. It is also the travelers’ responsibility to verify flight and hotel arrangements and ensure the schedule and booking is correct.

In-State travel is reimbursed in accordance with the per diem regulations in the Code of Alabama 1975, 36-7-20 through 36-7-23, as amended. Employees are in travel status when they leave their base. ***Base is defined as the employees’ primary residence or work location whichever is closest to the travel destination.*** Each employee has only one base which should be notated on the reimbursement form as TSCC-Patterson Campus, TSCC-Trenholm Campus, etc. If an employee works at more than one location, their base is the location in which they spend more time. Refer to the sections on In-State and Out-of-State travel for in depth information.

Employees must have full authorization at every approval level before travel commences or will be personally responsible for their expenditures. Employee's name, title, and address must be indicated on all forms. All forms must be completed in their entirety.

In-State Travel Authorization

1. The employee must complete the "Prior Approval for Travel Form" (*Exhibit 15: Prior Approval for Travel Form*) and obtain the necessary signatures in order to request in-state travel. Reimbursement amounts are based on amounts authorized. If an employee chooses to waive their in-state actual expenses for standard over-night per diem, it must be checked on the *Prior Approval for Travel Form*. Employees whose job duties require frequent or daily travel, within the service area, such as College Recruiter, TEBI Coordinator, technical or instructional support personnel, etc., must complete the "Annual Prior Approval for Travel Form" (*Exhibit 16: Annual Prior Approval for Travel Form*) at the beginning of each new fiscal year. Upon approval by the President, the *Annual Prior Approval for Travel Form* must be maintained on file with Accounts Payable as authorization to travel.
2. Meeting agendas, program brochures, and evidence of dues payment or other appropriate documentation must be attached to the form.
3. Once the *Prior Approval for Travel Form* has been signed by the President authorizing the travel, the President's Office will forward a copy to the employee and Human Resources via e-mail and the original is sent to Accounts Payable.
4. No employee is authorized to travel unless such travel has been approved by the President.
5. Travel reimbursement will not be made unless the authorized *Prior Approval for Travel Form* is on file in Accounts Payable.
6. Travel reimbursements will be processed upon approval of respective Dean or Supervisor.
7. Personal vehicles may be used to travel campus to campus; however, if a College vehicle is available, employees are encouraged to use them.

In-State Reimbursement Form

1. Employees who travel in-state must submit an *In-State Travel Reimbursement Form* or *In-State Travel for Actual Expenses Reimbursement Form-Dues Paying*. (*Exhibit 17: In-State Travel Reimbursement Form* or *Exhibit 18: In-State Travel for Actual Expenses Reimbursement Form-Dues Paying*). IRS regulations require an accounting within 60 days

of the end of the trip. Any amounts not reported within 60 days must be added to the traveler's taxable W-2 earnings, and associated taxes must be withheld from the traveler's next paycheck.

2. At fiscal year-end additional instructions will be provided by the business office concerning the dates that travel reimbursements must be submitted. **If reimbursements are not submitted in the requested time period at fiscal year end, they will not be reimbursed in a subsequent fiscal year.**
3. The *In-State Travel Reimbursement Form* can be found on the College's intranet.
4. The form must be typed or in ink, have all required signatures. All signatures are required to be original signatures.
5. The points of travel must be shown for reimbursement of mileage. In addition, the hour of departure and the hour of return to base (**12-hour am-pm clock**) must be shown on the expense form for each trip.
6. If an employee chooses to waive their in-state per diem, it must be checked on the *In-State Travel Reimbursement Form*.
7. Emergency and necessary expenditures incurred in connection with travel require supporting documentation and should be held to a minimum.

Reimbursement for Mileage Expenses

1. The reimbursement rate for mileage expenses is equal to the mileage rate allowed by the Internal Revenue Service.
2. Persons traveling on official business for the college in privately owned vehicles shall receive the current mileage rate per mile in lieu of their actual expenses for transportation. The current mileage rate can be found at <http://www.irs.gov>. Mileage is to be reported in whole miles, rounded to the nearest whole number. To calculate the amount to be reimbursed, all mileage listed on the travel form must be totaled and then multiplied by the applicable rate.
3. All employees are encouraged to request the use of a college vehicle. The employee will be reimbursed for travel at the state rate when traveling in their personal vehicle is approved.
4. For employees traveling in private automobiles, current map mileage must be used where mileage is claimed from physical address to physical address which includes claims for in-

city travel. The mileage may be obtained from several sources including, www.mapquest.com, www.google.com/maps, www.maps.yahoo.com, www.mapblast.com, www.randmcnally.com, etc. The printout of the current map mileage must be attached to the expense form. *Please note: the State of Alabama mileage chart (**Exhibit 19: State of Alabama Mileage Chart**) will be used if the mileage map is not attached to the expense form. The chart is available on the College intranet.*

5. Each employee has only one base which should be notated on the reimbursement form as TSCC-Patterson Campus, TSCC-Trenholm Campus, etc. If an employee works at more than one location, their base is the location in which they spend more time.
6. Mileage between your home and your base are personal commuting expenses. Employees cannot be reimbursed for personal commuting expenses no matter how far their home is from their base. Employees cannot be reimbursed for personal commuting expenses even if they work during the commuting trip.
7. Employees are entitled to mileage allowance from their base station to destination and return or for miles actually traveled from home to destination and return, whichever is less. (*Attorney General Opinion 80-00144*)
8. Employees who work at two campuses in one day are entitled to reimbursement for the mileage traveled. Campus location shall be indicated under Points of Travel on reimbursement form. The official distance between the Patterson Campus and the Trenholm Campus is computed at eight (8) miles.

Per Diem Allowance

1. No travel allowance shall be paid for a trip of less than six (6) hours' duration. For travel that does not require an overnight stay, the traveler shall be paid a meal allowance of \$11.25 for a trip of six (6) to twelve (12) hours duration. For travel in excess of twelve (12) hours duration, the traveler shall be paid \$30.00, which represents one meal allowance (\$11.25) and one-fourth of the per diem allowance (\$18.75). An amount must be indicated in the "Amount Per Diem Claimed" section of the *In-State Travel Reimbursement Form*. If an employee chooses to waive their in-state Per Diem, it must be checked on the *In-State Travel Reimbursement Form* and indicate zero (\$0.00) under "Amount Per Diem Claimed". Meal

allowances for travel not requiring an overnight stay will be treated as taxable income per IRS rulings.

2. Employees within reasonable travel distance from their home or base are expected to return to their home base. Individual circumstances will determine what is reasonable, but generally travel anywhere in-state does not require an overnight stay. Exceptions to the policy must be approved by the President.
3. If any meal is provided to the traveler, they are not entitled to the meal allowance. When meals are provided to the employee, the amount allowed for meals is to be adjusted downward by \$11.25. When meals are provided, no meal allowance will be paid to travelers for a trip of six (6) to twelve (12) hours' duration and travelers with a trip in excess of twelve (12) hours' duration will only be entitled to \$18.75, which is one-fourth of the per diem allowance. Meal allowance is a taxable benefit to the recipient.
4. **Under no circumstances will an employee be paid an overnight allowance or a meal allowance at the official base** if the traveler remains in the city where his/her home or base is located. If college business requires the traveler to be away from the official base on weekends or holidays, the traveler will be entitled to reimbursement for travel on those days
5. For travel requiring an overnight stay, the traveler may be paid the current daily reimbursement rate for each full day and portion of a day for the duration of travel. The travel allowance is set at \$75.00 per day effective September 8, 2005. The travel allowance includes all charges for meals, lodging, fees, and tips.
6. If the individual's travel is interrupted for personal convenience or through taking leave, the travel allowance may not exceed the costs that would have been incurred for authorized uninterrupted travel.
7. Effective 5/26/17, Per Diem travel expenses, whereby the traveler, or the college, is a **dues-paying** member of a state or national organization, for purposes of attending or assisting in hosting a conventions, conference, seminar, or other meeting in the description of overnight travel within the state of Alabama, provides for the reimbursement of actual and necessary expenses in addition to the actual expenses for transportation. In-state travel authorized under this section is subject to the same documentation requirements as out-of-state travel (*ACT #2017-409 HB550*). **It is incumbent on the traveler to provide evidence of the dues payment to support the change in travel reimbursement.** A listing of the college's dues-

paying organizations is on the intranet and must be attached for evidence (*Exhibit 20: TSCC Dues Paying Organizations*). To claim actual expenses, employees must submit an *In-State Travel for Actual Expenses Reimbursement Form*. (*Exhibit 18: In-State Travel for Actual Expenses Reimbursement Form-Dues Paying*). If an employee chooses to waive their in-state actual expenses for standard over-night per diem, it must be checked on the *Prior Approval for Travel Form* and complete appropriate form.

8. **Required Receipts**, Receipts are required to support the following expenses:
 - a. Registration fee receipts must name the individual registered.
 - b. Operating expenses of state-owned vehicles such as gas, oil, emergency repairs, or parts. Receipts must be itemized less federal tax. The State tag number must also be referenced on the receipt.
 - c. Postage
 - d. Shipments, freight, or express
 - e. Tolls for tunnels and bridges
 - f. Telegrams, cablegrams, and fax messages. A copy of the message or a description of the message should be attached.
 - g. Parking fees, taxi fees
 - h. Hotels and meals (applicable only to travel for dues-paying state organizations)

Miscellaneous expenses: receipts must be itemized and conform to the requirements of the College's purchasing policies.

Out-of-State Travel

Persons traveling in the service of the college outside the State of Alabama shall be allowed all actual and necessary expenses, in addition to the actual expenses for transportation provided that such travel shall have first been fully authorized.

Out-of-State Travel Authorization

1. The employee must complete the *Prior Approval for Travel Form* and obtain the necessary signatures in order to request out-of-state travel. Reimbursement amounts are based on amounts authorized. If traveler is waiving their In-state actual expenses for standard over-night per diem it must be checked on the form.
2. No employee is authorized to travel unless such travel has been approved by the President.

3. Meeting agendas, program brochures, or other appropriate documentation must be attached to the form.
4. Once the *Prior Approval for Travel Form* has been signed by the President authorizing the travel, the President's Office will forward a copy to the employee and Human Resources via e-mail and send the original to Accounts Payable.
5. Travel reimbursement will not be made unless the authorized *Prior Approval to Travel Form* is on file in Accounts Payable.

Mode of Transportation

1. Each department is responsible for selecting the mode of transportation that is the least costly to the college. Reimbursement to the employee will be made based on the least costly to the college regardless of the mode of transportation chosen by the employee.
2. All out-of-state travel will be of tourist class (economy, main cabin, or cabin) when commercial transportation is employed. After the department selects the mode of transportation and obtains approval, deviations are not allowed unless an amended request is submitted and approved at **least 2 days before travel**.
3. If no amended request is approved, the traveler is only entitled to reimbursement for actual and necessary expenses incurred based on the authorized mode of travel.
4. Reimbursement for travel on an authorized out-of-state trip of 200 miles or more for one employee by private automobile will be the lesser of the prevailing plane fare rate, tourist class, or the usual rate per mile. If an employee desires to use his private automobile on such out-of-state trips and claims tourist class plane fare, he must take annual leave for travel time to and from his destination beyond that time which is required for commercial air travel.
5. Rental car justification must be attached and is approved only in exceptional circumstances.

Reimbursement for Mileage Expenses

1. For reimbursement of mileage expenses for persons traveling in privately owned vehicles, refer to the in-state travel section titled "Reimbursement for Mileage Expenses".
2. In addition, State-owned automobiles should not be used for out-of-state trips of 200 miles or more unless two or more people are attending the same meeting.

Reimbursement of Actual Expenses

1. Employees who travel outside the State of Alabama in the service of the college must complete and submit an itemized *Out-of-State Travel Reimbursement Form* (***Exhibit 21: Out-of-State Travel Reimbursement Form***).
2. The approved *Out-of-State Travel Reimbursement Form* must be typed or in ink, and have all required signatures. All signatures are required to be original signatures. The points of travel must be shown for reimbursement of mileage. In addition, the hour of departure from and the hour of return (**12-hour am-pm clock**) to base should be shown on the expense form.
3. Emergency and necessary expenditures incurred in connection with travel require supporting documentation and should be held to a minimum.
4. The traveler is to be reimbursed for actual expenses for meals when traveling out-of-state for food they personally consume. If a meal is provided the employee may not claim a meal allowance. ***If a meal is provided by a conference or other host, the dollar amount of that individual meal shall be deducted from your daily cap.*** The individual meal caps are provided, but the “M&IE Total” is your daily cap. This total cap includes all taxes and tips associated with your meals.
 - Meal reimbursements are capped at the CONUS rate for the particular city being traveled to and will require an itemized receipt for expenses and proof of payment that indicate what was purchased, date, name, and location of the restaurant, as well as, cost itemization.
 - The CONUS rate is combined for a ***daily meal cap*** (minus \$5 incidental rate) and can be found at <https://oos.alabama.gov/Meals.aspx>.
 - ***A copy of the meal cap calculation must also be submitted with each travel and reimbursement request.***
 - Meals are to be reasonable for the location and individuals will not be reimbursed for alcoholic beverages.
 - Snack purchases in between meals will not be reimbursed.
 - The cost of tips paid (Customary 15-20%) for meals should be included on the travel expense form as part of the cost of the meal.
5. The amount paid as tips for professional service charges and baggage handling should be included on the travel expense form. The amount of these expenses should not exceed the

usual and customary charges for these services not to exceed \$5.00 per day. The cost of tips paid for baggage handling should be itemized on the travel expense form in the miscellaneous section with the date paid. Traveler is allowed one checked Airline Bag (\$50 roundtrip).

6. **Required Receipts:** Itemized Receipts will be required for the following expenditures:
 - a. Meal receipts – must be itemized and proof of payment receipts
 - b. Commercial transportation - coach/tourist class (economy, cabin, etc)
 - c. Vehicle rental – the college does not pay for rental insurance
 - d. Gasoline purchases – actual
 - e. Motel/hotel lodging – single rate only
 - f. Registration fees with itemized breakdown. If a meal is provided, the employee may not claim allowance. Request for reimbursement for additional meals is illegal and will be disallowed when included in registration fee.
 - g. Operating expenses of state-owned vehicles, such as gasoline, oil, and emergency repairs. Repairs must be itemized.
 - h. Parking fees
 - i. Business related In-town shuttle fees (Taxi, Shuttle, Uber, MARTA, Subway, Commuter Train) not to exceed any combination over \$150).
 - j. Miscellaneous expenses – receipts must be itemized.
7. All supporting documentation should be securely attached to the expense form. The expense form should be assembled so that all information is visible and easy to read. Small receipts should be secured to a separate piece of paper before attaching to the expense form.

Prepaid Travel Expenses

1. Prepayment of travel expenses is defined as payments made directly to a vendor/employee prior to the travel event.
2. The individual must be a full-time employee of the college.
3. Prepayments will not be authorized prior to 60 days of travel, unless required with written justification.
4. The College will pre-pay lodging expenses, registration fees, and airline ticket expenses. The individual must be a full-time employee of the college.

5. The employee must complete a purchase order prior to requesting the use of the purchase card for prepaid travel expenses.
6. Appropriate documents should be included with request such as applicable grant documentation, hotel quote, flight schedules with cost estimate, registration, etc.

Student Travel/Meals

Student travel is considered as "required" if the travel is necessary for the student to fulfill the requisites of a course or to participate in an official activity, and the trip is organized by the College and involves the supervision of College faculty or personnel. Students do not receive per diem, however, during travel, it may be necessary to provide meals for students. Students' meals should be paid at actual and are not subject to per diem per State Law.

1. Funding Student Trips

- a. The respective department will issue purchase requisitions as required to process requests for student travel. The purchase requisition amount for student food allowances will be advanced in accordance with the selected meal allowance option as stated below. The Advisor is responsible for reconciling expenses after the trip. Advisors should be prudent in their selection of venues to provide meals for students.
- b. Reimbursement for travel expenses for College personnel accompanying student travel groups will be in accordance with the current college travel policy. Regular meal and subsistence allowances will be in effect and the college travel policy will govern the payment and reimbursement process for college personnel.

2. Meal Allowances/Student Travel:

Regardless of whether the travel is out-of-state or in-state, all students travelling in the service of the College should be reimbursed for their actual allowable expenses only. Directors/Advisors may choose from the following meal provision options and should be prudent in their selection of venues:

- a. **Option 1: Credit Card (Receipts are required)**
 - i. Advisors may request the use of a college credit card to pay for student meals for planned trips. For In-State trips, MUST ensure NO TAX is charged on receipt. No sales taxes will be remitted.
 - ii. Advisors must submit a completed purchase request form on-line and receive a purchase order number
 1. The purchase request must include the list of students and total amount needed to cover the cost of student meals only.

- iii. College advisors accompanying groups using this option will be reimbursed in accordance with established college subsistence allowances and travel policy.
- iv. No meal allowance is authorized for employees for trips in town or for trips less than six (6) hours in duration away from home base (Montgomery County).

b. Option 2: Single Check Issued to Advisor

- i. Group advisor may choose to have the entire group eat together for all meals and account for the meal expense as a group expense. For In-State trips, **MUST** ensure NO TAX is charged on receipt. No sales taxes will be remitted.
- ii. A purchase order, along with a complete participant list, must be submitted to Accounts Payable at least ten (10) days prior to travel.
- iii. College advisors accompanying groups using this option will be reimbursed according to established subsistence allowances and in accordance with the college travel policy.
- iv. No meal allowance is authorized for employees for trips in town or for trips less than six hours in duration away from home base (Montgomery County).

c. Option 3: Student Stipend

- i. The College may establish a student stipend appropriate for student expenses in consideration of the trip duration and the place which is visited.
- ii. Only student participants who travel will be entitled to the stipend.
- iii. College advisor must provide a Check Request Form (***Exhibit 11: Check Request Form***) for each student to Accounts Payable at least ten days in advance.
- iv. No meal allowance is authorized for employees for trips in town or for trips less than six (6) hours in duration away from home base (Montgomery County).

d. Accountability

- i. Within 72 hours of returning from the trip, the trip advisor must submit to the Business Office (1) a completed student travel sign in list; (2) original

itemized restaurant receipt(s) for the meal(s) along with vendor invoice; (3) *Student Meal Allowance Detailed Reconciliation Expense Report (Exhibit 22: Student Meal Allowance Detailed Reconciliation Expense Report)*, and (4) any excess cash. To avoid duplicate payment no payment will be made without invoice from vendor.

- ii. For any excess cash, the college cashier will issue a receipt which should be attached to the *Student Meal Allowance Detailed Reconciliation Expense Report*.
- iii. **If all cash is not accounted for upon returning from the trip, the employee who received the cash is held personally responsible and payment is due immediately.**

Cancellation of Travel:

1. Travel that was approved but not accomplished must be cancelled by the Traveler.
2. The traveler must report this information to Accounts Payable and the Administrative Assistant to the Dean of Finance **within two days of cancellation** by completing a *Notice of Travel Cancellation Form. (Exhibit 23: Notice of Travel Cancellation Form)*.
3. The Traveler is responsible for canceling all of the related reservations in compliance with the cancellation terms established by the hotel, airline, etc.
4. Credits and refunds should be applied back to the applicable P-Card. Traveler must immediately return any refundable deposits to the Business Office.
5. Failure to follow the cancellation procedures may result in a personal liability to the Traveler.
6. All cancellations will be reviewed by the Business Office for a determination regarding refunding pre-paid portions if not cancelled for emergencies or other valid business reasons. The College will take appropriate action to recover public funds.

Exhibit 24: Before Travel Checklist (Not required, serve as guides only) and *Exhibit 25: After Travel Checklist (Not required, serve as guides only)* may be used as guides to submit travel requests and reimbursements.

POLICY NAME:	316.02 Business/Work Session Meals
EFFECTIVE:	09-30-2017
SUPERSEDES:	Business/Work Session Meals 0-26-15; 07-23-14; 02-05-13
SOURCE:	
CROSS REFERENCE:	

1. The President has exclusive authority to approve payment for a meal with a ***business meeting /work session*** if the ***business meeting*** meets the criteria described below.
2. Administrators are expected to exercise prudent judgment in requesting meals with ***business meetings*** and to apply this policy to ensure that employees are not treated differently under like circumstances. The cost of the meal ***shall not exceed the per diem amount allowable to the individual employee for in-state travel.***
3. **Business meetings** Include, but are not limited to, special meetings or work sessions, conferences, conventions and formal training sessions.
4. Criteria for Official Business/Work Sessions
 - a. The meal is an **integral part** of a ***business meeting or work session***: when, in the interests of time, the meeting stays in progress while the participants are eating their meal, or if breaking for an un-sponsored lunch would make it impossible to complete the meeting or training event on time.
 - b. **Advantageous to the College:** A meal with meetings is advantageous to the College when the business meeting is directly work-related and the meal is served in order to facilitate timeliness of the meeting or to limit additional travel expenditures
 - c. Activities are authorized by respective College officials and performed by employee(s) in order to accomplish program requirements or as required by the duties of his or her position or office.
5. **Payment Approval Procedures:**
 - a. A meal that meets all of the above criteria will be approved for payment when a properly completed Purchase Request that includes the purpose, place and names of attendees has been authorized and approved.
 - b. The Purchase request must be submitted at least five (5) days in advance of the event.
 - c. A meeting agenda must accompany the request.
 - d. Upon completion of event, requestor must submit detail receipts of all charges. Alcohol is not an allowable expense.

POLICY NAME:	317.01 Cancellation of Uncollectible Debt
EFFECTIVE:	09-30-17
SUPERSEDES:	
SOURCE:	<i>Alabama Const. Art. IV, Sec 93; AG Opinion #2007-080 (April 11, 2007)</i>
CROSS REFERENCE:	

The Chancellor is authorized to review and submit to the Attorney General’s office for approval the cancellation of uncollectible debt incurred at an institution. The Chancellor shall report all approved cancellations of uncollectible debt to the Board of Trustees.

PROCEDURE

1. Each institution must take appropriate measures, including utilizing the services of a collection agency, to collect all outstanding debt.

2. After all methods of collection have been exhausted and the debt is deemed uncollectible, the institution must submit a letter to the Chancellor to request cancellation of the uncollectible debt. The request must include a letter from a collection agency stating that the debt is uncollectible, the date the debt was due, the debtor’s name, and the dollar amount owed.

POLICY NAME:	318.01 Audits
EFFECTIVE:	09-30-2017
SUPERSEDES:	318.01 issued 02-26-15; 07-23-14; 02-05-13; 03-27-08
SOURCE:	<i>Code of Alabama 16-60-111.4; 16-60-111.5</i>
CROSS REFERENCE:	110.01

Each institution of the Alabama Community College System must be audited annually by the Examiners of Public Accounts.

The Chancellor is authorized to initiate and direct audits and reviews of any or all operations of any institution within the Alabama Community College System.

PROCEDURE:

1. In consultation with the Board’s “Audit and Finance Committee,” the Chancellor shall determine appropriate procedures and compliance measures and standards applicable to the Chancellor initiated audits or reviews.
2. Following the determination of the results of each institution audit completed by the Examiners of Public Accounts, and each audit or review directed by the Chancellor, a written report addressing the results of such audit or review shall be provided to the Board of Trustees.
3. No employee shall be subjected to retaliation or discriminatory treatment by reason of having cooperated in good faith with any audit or review under this section, or for reporting a concern or concerns, in good faith, regarding violation of a policy of the Board of Trustees, or a State or Federal statute, rule, or regulation applicable to the Alabama Community College System Office or to any of its institutions or employees. For the purpose of this policy, “in good faith” shall mean providing information or making a statement or report with a reasonable belief that it is true or accurate. Employees who have engaged in retaliatory or discriminatory conduct in violation of this paragraph may be subject to discipline up to and including termination of employment.
4. Internal audit review of various college functions will be performed by Business Office personnel.

POLICY NAME:	319.01 Federal Funds
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.4; 16-60-111.5</i>
CROSS REFERENCE:	

The Board of Trustees authorizes the Chancellor and President to apply for available federal funds, to approve applications for available federal funds when appropriate, and to be the signatory agent to accept said federal funds on behalf of the Board of Trustees and institution, and to make appropriate changes in State plans and programs in order to comply with federal laws and regulations pertaining to the funds.

POLICY NAME:	320.01 Auxiliary Services
EFFECTIVE:	09-30-2017
SUPERSEDES:	320.01 issued 02-26-15; 07-23-14; 02-05-13; 03-27-08
SOURCE:	
CROSS REFERENCE:	

1. The institution is authorized to operate or to contract for food services, vending services, bookstores, student housing and other self-supporting activities as a service to, and incidental to, the instructional program of the institution. These activities will be operated on a self-sustaining basis.
2. No institution may have upon its main campus or any branch campus any vending stand owned or operated by any party other than the institution unless the presence of each such vending stand is pursuant to a competitively bid contract between the respective institution and the respective owner and/or operator of the vending stand.
3. Pursuant to the requirement of Section 21-1-41(g) of the *Code of Alabama* (1975), as amended, each President shall cooperate fully with the Business Enterprise Program for the Blind to provide such information and documentation as may be needed by the Business Enterprise Program in the performance of surveys, evaluations, and establishment of concession opportunities for blind vendors preparatory to submitting such a bid.
4. The Chancellor shall issue guidelines assuring the preferential status of licensed blind vendors at each institution. Competitive vending contracts may only be issued in conformance with such guidelines.

Bookstore

Students must purchase their own textbooks, workbooks, equipment, materials, and supplies as specified for their particular major. Trenholm State’s Bookstore is available online only. Trenholm State has partnered with e-Campus.com for student book needs. Students must order their books through their “My Trenholm” portal or <http://trenholmstate.ecampus.com/>. Many classes have the option to buy new or used books, rent textbooks, or rent digital eBooks. Students will be personally responsible for all unallowable charges to financial aid, such as duplicate book purchases. Disabled Veterans using benefits under the Chapter 31 Program will need to come to the Business Office to purchase their books in order to obtain the required signatures. Orders will be delivered directly to the student’s home.

Any specialty items such as tools, supplies, or equipment for Financial Aid awards limited to Veteran Affairs (VA) and Workforce Innovation and Opportunity Act (WIOA) may be ordered through Trenholm State’s Business Office located on the Trenholm campus.

Basic Steps to Order:

1. Log-in to your “My Trenholm Portal” through the Trenholm State website at <https://webreg.trenholmstate.edu/accws/isclogin.pgm#>
2. Click on the “Bookstore” Menu and then click on the “Bookstore Supplies” link.
3. Click on the “Buy Your Textbooks” link and the books for your schedule will be shown.
4. Choose the textbooks and the purchase option (new, used, rental, or digital) that you need to purchase.
5. Follow the prompts and complete your order just like any other online purchase.
6. Your books will be delivered to your house.

Bookstore Return Policy

Items purchased from the online bookstore may be returned in accordance to e-Campus.com Return and Refund Policies. Students are responsible for shipping books back to e-Campus. Return and Refund Policies can be found on <http://trenholmstate.ecampus.com/help/topic/after-you-order/2>.

POLICY NAME:	321.01 Copyright, Trademark, and Patent Ownership
EFFECTIVE:	09-30-2017
SUPERSEDES:	321.01 issued 02-26-15; 07-23-14; 02-05-13; 03-24-05
SOURCE:	<i>Code of Alabama</i> 16-60-111.4
CROSS REFERENCE:	

Copyrighted or trademarked material of patented inventions developed totally or partially on institution time with the use of institution materials or facilities or with institution funding shall be owned by the institution.

PROCEDURE:

1. An employee has the right to trademark of copyright any literary material and to patent any inventions unless duties of the employee or requirements of the program that the employee works charges the employee with, or includes, the duty of producing material for the institution to copyright or trademark, or to develop an invention for the institution to patent.

2. The development of an instructional text or other instructional resources or technology by an instructor partially on his/her own time and expense and partially on institution time using institution resources results in the complete and exclusive ownership by the institution of all resulting copyrights and/or patents. Under certain circumstances, however, the institution may distribute a portion of the royalties received from the publication and/or sale and/or use of the instructional text or other instructional resources or technology in a manner that is reasonable and that will not conflict with applicable state or federal laws or other Board of Trustees policies. The following conditions must be met:
 - a. The institution must have or must implement a policy by which all instructors who develop a marketable instructional text or other instructional resources or technology are treated on an equal and fair basis with regard to any compensation supplemental to the instructors' pay.

 - b. Any such payment of additional compensation made to the instructor must be made solely from the proceeds derived from the publication, sale, or distribution of the instructional text or other instructional resources or technology, and not from any other state or federal funds.

 - c. The portion of any royalties to be received by an instructor must have a direct relationship to the verifiable amount of an instructor's personal time, resources, and funds which will be reasonably and necessarily used in the development of the instructional text or other instructional resources or technology, as compared to the verifiable total amount of all time, resources, and funds to be devoted to the development of the instructional text or other instructional resources or technology.

- d. Any agreement between the institution and the instructor for any such compensation must be prospective, occurring prior to the development of the instructional text or other instructional resources or technology, and must be approved in writing by the Chancellor prior to the payment of any such compensation to the instructor.
 - e. Any agreement between the institution and the instructor for such compensation must contain a *caveat* that the execution of such agreement does not provide an exemption from and does not imply compliance with the *Alabama Ethics Law*. Within ten (10) days of the execution of such agreement, a copy of the agreement should be filed with the Alabama Ethics Commission.
3. The employee shall be entitled to all profits earned from copyrighted or trademarked materials or patented inventions developed exclusively on the employee's time and without the use of institution funds, materials, or facilities.

POLICY NAME:	322.01 Institutional Membership
EFFECTIVE:	09-30-17
SUPERSEDES:	322.01 issued 02-26-15; 07-23-14; 02-05-13; 03-24-05
SOURCE:	<i>Code of Alabama 16-60-111.4</i>
CROSS REFERENCE:	

The institution may maintain affiliation through institutional membership in appropriate commissions, agencies, and organizations at the local, state, regional, and national levels. The institution shall not expend any funds, regardless of source, to purchase membership in any organization which discriminates on the basis of race, national origin, sex, religion, or any impermissible factors covered under applicable law.

PROCEDURE:

1. Individuals may represent the institution through these memberships.
2. The institution may maintain membership in various local chambers of commerce in order to promote the institution and the institution’s involvement in the community.
3. Individual memberships are only allowable if they are transferrable to another employee upon leaving employment from the college. Employee must submit documentation from organization that individual membership is transferable with membership dues invoice. Memberships funded with federal funds may have restrictions, please check with Director of Restricted Programs.

POLICY NAME:	323.01 Code of Ethics in Procurement and Contracting
EFFECTIVE:	09-30-2017
SUPERSEDES:	323.01 issued 02-26-15; 07-23-14; 03-24-05
SOURCE:	<i>Code of Alabama 16-60-111.4; 41-16-60</i>
CROSS REFERENCE:	

Employees shall discharge their duties and responsibilities fairly and impartially. They also shall maintain a standard of conduct that will instill public confidence in the integrity of the institutions.

Section 41-16-60

Conflicts of interest of members or officers of certain public offices or positions.

Members and officers of the city and county boards of education and the district boards of education of independent school districts may be financially interested in or have any personal beneficial interest, either directly or indirectly, in the purchase of or contract for any personal property or contractual service under either of the following conditions:

- (1) The contract or agreement under which the financial interest arises was created prior to the election or appointment of the individual to the position he or she holds.
- (2) The individual holding the position does not participate in, by discussion or by vote, the decision-making process which creates the financial or personal beneficial interest.

POLICY NAME:	324.01 Capital Assets
EFFECTIVE:	09-30-2017
SUPERSEDES:	324.01 issued 02-26-15; 07-23-14; 02-05-13
SOURCE:	<i>Code of Alabama 16-60-111.4</i>
CROSS REFERENCE:	

Each institution shall capitalize all property acquired by the institution in accordance with the amount prescribed by current federal government regulations for capitalization.

Each institution shall conduct an annual physical inventory of capitalized items and reconcile to the financial statement for the corresponding fiscal year.

Capital assets include land, improvements to land, buildings and building improvements, improvements other than buildings, furniture and equipment, library books, collections of art and historical treasures that are used in operations and that have initial useful lives extending beyond a single reporting period.

PROCEDURE:

1. A physical property inventory shall be established to include all non-consumable institutional personal property except all livestock, animals, farm and agricultural products under the control of a System institution. Each institution shall capitalize all property acquired by the institution in accordance with the amount prescribed by current federal government regulations for capitalization.
 - a. Institutions are required to maintain an annual inventory of capital assets in accordance with the amount prescribed by current federal government regulations for capitalization (currently \$5,000 or more). All costs incidental to the acquisition of capital assets are included in the value assigned to the asset.
 - b. The inventoried amount is computed as the cost of the asset plus any and all costs associated with taking physical control of the asset.
 - c. The inventory shall show:
 - i. Complete description
 - ii. Manufacturer’s serial number, if applicable
 - iii. Acquisition cost
 - iv. Date of purchase
 - v. Location
 - vi. Responsible officer or employee
 - vii. College property control number
 - d. The value of capital assets is recorded in the Investment in Plant Fund in the following account codes

2. An employee must be designated as property manager. Except for books, the property manager shall make an annual physical inventory of all applicable personal property. A

copy of the inventory shall be submitted to the Chief Financial Officer by September 30 of each year for reconciliation to the financial statement for the fiscal year. Each inventory shall include all property acquired since the date of last inventory. When a physical inventory fails to locate property items listed on the previous inventory, then a complete explanation accounting for the property or the disposition thereof shall be attached to the inventory and submitted to the Chief Financial Officer. All property managers shall maintain a copy of all inventories submitted to the Chief Financial Officer and the copies shall be subject to examination by any and all state auditors, employees of the Department of Examiners of Public Accounts, or the Chancellor or Alabama Community College System Office staff.

3. Each property manager shall be the custodian of, and responsible for, all physical property of the institution. When any property is entrusted to other employees or officers, the property manager shall require a written receipt of the property so entrusted, which receipt shall be executed by the person receiving the property. The employee or officer receiving the property will then be held responsible for that item of inventory.
4. No property shall be disposed of, transferred, assigned, or entrusted to any other department, division, or employee thereof without the written permission of the property manager. The property manager will be required for the disposal or transfer of all equipment by using the *ACCS Surplus Property Sale Form*, *ACCS Property Transfer Form*, and /or *TSCC Equipment Inventory Disposal/Transfer Form* (***Exhibit 26: ACCS Surplus Property Sale Form, Exhibit 27: ACCS Property Transfer Form, and/or Exhibit 27A: TSCC Equipment Inventory Disposal/Transfer Form***)
5. When institutional equipment is lost, stolen, or destroyed, the property manager should immediately inform the chief financial officer and contact law enforcement agency to file a report. An employee may be held responsible for the value of any item of equipment lost, stolen, damaged, or destroyed through his or her negligence. After a report has been filed with law enforcement, the institution may remove the stolen equipment from inventory. Any equipment that is removed from inventory must be supported by adequate documentation for auditing purposes.
6. Whenever any property manager ceases for any reason to be the property manager, the Dean of Finance and Administrative Service shall immediately notify the President in writing. College officials shall immediately check the inventories of all property for which the property manager was responsible and the successor to the property shall execute a written receipt for all property received by him or her or coming into his or her custody or control. The last payment of salary due the property manager shall be withheld until a complete reconciliation of the property inventory has been made and approved. In the event of any shortages, the property manager shall not be held accountable for property entrusted to any other employee or officer and for which he or she holds a valid written receipt of the employee or officer. These guidelines do not negate any inventory requirements under Federal Regulations.

7. To keep a current furniture and equipment inventory, an equipment inventory system should include the following components:
 - a. Inventory Card or computerized system record that includes the following in addition to the required components for all inventoried assets:
 - i. Department Assignment
 - ii. Location
 - iii. Classification (instructional, office, transportation, other)
 - iv. Purchase Order Number
 - v. Source of Funds (state, federal, local, etc)
 - vi. Disposition (record status when disposed, sold, or traded-in.)
 - vii. Inventory Ledger
 - viii. Interdepartmental Transfer Form
 - ix. Report of Missing Equipment Form
 - x. When Institution equipment is lost, stolen, or destroyed, the property manager must file a police report.
 - xi. Disposal of Equipment Form

8. Construction in Progress
 - a. Used during the construction period to record payments to contractors. Upon completion of the project and acceptance by the Alabama Building Commission, the construction in progress asset is closed and the asset is transferred to the institution's Investment in Plant Fund.

9. Proper disposition of capital assets includes the following means:
 - a. Transferred to State Surplus Property (*Exhibit 26: ACCS Surplus Property Sale Form*)
 - b. Salvage Sale (*Exhibit 27A: TSCC Equipment Inventory Disposal/Transfer Form*)
 - c. Disposition at the local landfill which must be witnessed by two college employees. (*Exhibit 27A: TSCC Equipment Inventory Disposal/Transfer Form*)
 - d. Transferred to an approved entity or college employee (*Exhibit 27: ACCS Property Transfer Form and Exhibit 27A: TSCC Equipment Inventory Disposal/Transfer Form*)

10. Depreciation Institutions are required by GASB Statement 34 to record depreciation and include it in determining the value of capital assets for the institution's financial statements. The following is a list of capital asset groups and their depreciation methods:

Category Number	Useful Life	Category Description	Depreciation Method
1	5 years	Furniture and Equipment \$5,000 to \$25,000 including vehicles	Composite

2	10 years	Furniture and Equipment greater than \$25,000 including vehicles	Composite
3		Land and Land Improvements	None
4	50 years	Buildings and building improvements	Straight Line
5	25 years	Infrastructure including parking lots, walking trails, athletic fields, tennis courts, roads, lighting, curbs, sidewalks. See GASB 34 for more listings	Composite
6	20 years	Library Books	Composite

POLICY NAME:	324.02 Keys/Office Assignments
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	
CROSS REFERENCE:	

To safeguard assets and keep a current listing of keys and office assignments, a *Key Request Form (Exhibit 31: Key Request Form)* and/or *Office Assignment-Request Form (Exhibit 32: Office Assignment-Request Form)* should be completed.

POLICY NAME:	325.01 Tuition
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	ACT #2015-125
CROSS REFERENCE: 801.01, Admission: General	

The in-state tuition rate plus applicable fees shall be established by the Alabama Community College System Board of Trustees. The out-of-state tuition rate shall be 2.00 times the in-state tuition rate plus applicable fees. International students must pay the out-of-state tuition rate plus applicable fees. Each institution may implement an optional deferred tuition payment plan for students.

PROCEDURES:

Payment

All students, except sponsored students, are required to pay the full amount of tuition and fees at the time of registration. Sponsored students whose expenses are paid by agencies such as Vocational Rehabilitation Service, Alabama Veterans Affairs, employers, etc. must have written authorization from the appropriate agency on file in the Financial Aid Office in order to register for classes without personally paying the tuition and fees. Students not completing payment at the time of registration will have that registration voided and will have to repeat the full registration process. Students may not attend classes until all tuition and fees have been paid. H. Council Trenholm State Community College accepts cash, Visa, MasterCard or Discover for payment.

Payment Plan

Trenholm State Community College offers a tuition payment plan solution through NelNet Business Solutions. This service provides students an opportunity to spread their tuition costs into affordable monthly payments with no interest. Payment options are flexible and setup fees are affordable. To enroll visit www.mycollegepaymentplan.com/trenholm.

Financial Obligations

Students are expected to meet their financial obligations with the college in accordance with the designated deadline dates. If obligations are not met, then the student may be subjected to a reduction in funds, will not be included in commencement exercises, and will not be granted a college transcript

Delinquent Accounts

In the event of an unpaid balance at the end of term, grade reports, college credits, transcripts or diplomas will not be issued or released.

A student with a delinquent account shall not be allowed to enroll in subsequent terms until all delinquent balances are paid in full.

The institution has the right to refer the student's delinquent account to a collection agency for failure to meet financial obligations of any kind to the institution, including the payment of additional late payment charges, attorneys' fees, and any other fees and charges necessary for the collection of any amount not paid when due.

Returned Checks

Two-year colleges have been authorized by the Alabama Community College System Board of Trustees to charge for each check that is issued to the institution and is returned for insufficient funds or other reasons. A fee will be charged for any check written to the College, which is returned. The current amount of the returned check fee allowed by state law is \$30.00, which is the maximum allowed by state law. The College utilizes a third-party to collect and process returned checks. Students with returned checks will be placed on processing hold until all charges have been paid and will remain on a "cash-only" basis thereafter.

POLICY NAME:	326.01 Fees
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.4; 16-60-111.5</i>
CROSS REFERENCE:	

All system colleges will implement the fee structure as prescribed by the Chancellor, as approved by Board of Trustees.

PROCEDURES:

The following fee structure will be implemented at all system colleges:

1. Facility Renewal Fee: \$9 per credit hour, per semester/term restricted to renewal and replacement facility projects.
2. Technology Fee: \$9 per credit hour, per semester/term restricted for the acquisition and provision of technology and technological applications for students.
3. Bond (Reserve) Fee: \$1 per credit hour, per semester/term restricted to the creation of a Reserve Fund to be managed by the Chancellor and a Presidents’ Advisory Council.
4. Special Building Fee: \$7 per credit hour, per semester/term to secure bonded indebtedness. Such fee would expire after the life of the bond issue.
5. Returned Check Fee: Two-year colleges have been authorized by the Alabama Community College System Board of Trustees to charge for each check that is issued to the institution and is returned for insufficient funds or other reasons. A fee will be charged for any check written to the College, which is returned. The current amount of the returned check fee allowed by state law is \$30.00, which is the maximum allowed by state law. The College utilizes a third-party to collect and process returned checks. Students with returned checks will be placed on processing hold until all charges have been paid and will remain on a “cash-only” basis thereafter.
6. Graduation Fee: TSCC charges a \$45.00 non-refundable Graduation Fee is due at the time the Intent to Graduate Form is submitted during registration for the last term of attendance. Fee covers cost of cap, gown, diploma, etc.
7. Punitive Fees: Set by the college (library fines / traffic fines, etc.).
8. Liability Insurance Fee: Set by the college and varies to cover costs of student accidents, etc.

9. Healthcare Fees: Set by the college to cover costs associated with healthcare programs (background checks, drug testing, and testing fees).
10. Student Library Card/ID Fee: Each student is issued one Library Card/ID the first semester of enrollment at no cost. Students must wear their ID at all times while on campus. Loss of an ID must be reported to the College Library at 420-4455. There will be a \$30.00 charge for a replacement ID.
11. Other Fees: Approved by the Board of Trustees (Other individualized special fees).

POLICY NAME:	327.01 Refunds
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.4</i>
CROSS REFERENCE:	TSCC Catalog, TSCC student Handbook

The institution’s business office is responsible for the calculation and payment of all refunds/ repayments of tuition and other appropriate institutional charges as prescribed by the Chancellor. The Tuition and Fee Schedule is published in the College’s Catalog on the Intranet.

PROCEDURES:

1. Refund for Complete Withdrawal

- a. A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other refundable fees. The “first day of class” is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms, and weekend terms.
- b. A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

Complete Withdrawal before the official first day of class	100% refund
Withdrawal during first week	75% of tuition and other institutional charges
Withdrawal during second week	50% of tuition and other institutional charges
Withdrawal during third week	25% of tuition and other institutional charges
Withdrawal after end of third week	No refund

The first official day of class is indicated on the College calendar as the day that classes begin. There is only one first day of class. This day may not be the first day on which all classes begin. The calendar also indicates the last day to drop/add. For calculating refunds during the fall and spring sixteen-week terms, a “week” is defined as seven calendar days, i.e. the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds of shorter than sixteen weeks, such as summer terms, mini-terms, split terms and weekend terms, will reflect a prorated week based on the number of days in the term.

Example: Classes begin June 14, student with draws June 17.

Fourth day = 75% Refund due

Tuition/fees paid:	\$648.00
	<u>x .75</u>
	\$486.00
Administrative Fee:	<u>- 32.40</u>
Round to nearest dollar	\$453.60
Refund amount:	\$454.00

2. Refund for Partial Withdrawal

Students who do not completely withdraw from the institution but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period. The last day to drop/add must be published as part of the college calendar and conform to guidelines issued by the Chancellor.

3. Administrative Fee

An administrative fee not to exceed 5 percent of tuition and other institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

4. Books and Supplies

Each college must publish its policies related to refunds of books and supplies. Such policies must be provided to students at the point of sale.

Items purchased from the online bookstore may be returned in accordance to e-Campus.com Return and Refund Policies. Students are responsible for shipping books back to e-Campus. Return and Refund Policies can be found on <http://trenholmstate.ecampus.com/help/topic/after-you-order/2>

5. Refund in Compliance with Federal Regulations

All institutions shall comply with federal regulations relative to the return of Title IV funds.

The term “Title IV Funds” refers to the Federal Student Aid (FSA) Programs authorized under the Higher Education Act of 1965, as amended (Title IV, HEA Program) which includes Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG).

a. Financial Aid Return of Title IV (RT24) Funds Policy

- If a student totally withdraws from school, he/she will be evaluated for earned aid based on the percentage of time he/she has been enrolled in the term.
- If a student has received more aid than earned at the point of withdrawal, the student must repay the Title IV fund.
- If the student has earned aid that has not been disbursed according to the percentage of time enrolled in the term, the student may be eligible for a post-withdrawal disbursement.
- If a student fails to attend any classes for which he/ she is enrolled, no financial aid will be awarded for those courses. Students must drop all non-attended classes during drop/add to avoid out-of-pocket expense.
- If a student owes a repayment to Title IV for grant aid, the student's portion of the repayment may be reduced by 50%.
- Procedure:
 1. The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the student, at the time of withdrawal, by the number of calendar days in the semester.
 2. If more than 60% of the semester is completed, the student is considered to have earned 100% of the Title IV aid disbursed.
 3. The amount of Title IV aid earned is found by multiplying the amount of aid disbursed for the semester by the percentage of Title IV aid earned.
 4. If the amount earned is less than the amount of aid disbursed, the difference must be returned to the appropriate Title IV Program.
 5. If the student earned more than what was disbursed, a late disbursement may be due to the student.
 6. If the amount earned equals the amount disbursed, no further action is required.
 7. The responsibility to return amounts unearned to the Financial Aid Programs may be shared by both the College and the student.
 8. The College is required to return, to the Department of Education, the lesser of the total amount of unearned Title IV funds or an amount equal to the student's institutional charges multiplied by the percentage of Title IV aid unearned, no later than 45 days after it is determined that the student withdrew.
 9. If the College returns less than the amount of unearned aid, the student must return the difference.
 10. If the student is required to return unearned aid, this is considered an overpayment and the amount is reduced by 50%.
 11. Within 45 days of determining the student's date of withdrawal, the College will send notification to the student of any overpayment.
 12. After receiving the written notification, the student is permitted 45 days to make satisfactory payment arrangements with the United States Department of Education.

13. While the overpayment is due, the student will remain eligible for financial aid for 45 days.

b. Financial Aid Overpayment Policy

- In accordance with C.F.R. 668.61, if there is a financial aid overpayment, the student must make satisfactory repayment arrangements with the U. S. Department of Education within 45 days.
- For additional information concerning Financial Aid at Trenholm State Community College, telephone the Financial Aid Office at (334) 420-4321 or write the Financial Aid Office at PO Box 10048, Montgomery, Alabama, 36108.

6. Ineligibility for Refund

Students who are withdrawn by Trenholm State Community College for disciplinary reasons, for nonpayment of tuition and fees, or for other similar reasons, are not eligible for a refund. Refund Payment Refunds are processed after the drop/add period. Students paying tuition and fees by cash will be issued a refund check. The check will be mailed to the home address of the student. Students paying tuition and fees by credit card will have the amount of the refund credited to their account

7. Refund Payment

Refunds are processed after the drop/add period. Students paying tuition and fees by cash will be issued a refund check. The check will be mailed to the home address of the student. Students paying tuition and fees by credit card will have the amount of the refund credited to their account.

8. Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty by executive order of the President of the United States or a State Governor in the time of national crisis may receive a full refund of tuition and other appropriate institutional charges at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

9. Exceptions to Refund Policy

The President has the authority to make exceptions to the refund policy in the event of the death of a student or of a family member or other catastrophic event requiring the student to leave the institution.

10. Failure to Receive Financial Aid Disbursement Check

All students are required to maintain current mailing address information through the Office of Admissions and Records. If a student fails to receive a financial aid disbursement check

which has been mailed, a 21- day waiting period will be in effect from the date the check was mailed before the replacement process will be initiated.

POLICY NAME:	328.01 Student Activity and Organization Expenditures
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.4; 16-60-111.5</i>
CROSS REFERENCE:	

Each institution may expend annually from tuition collections an amount established by the Chancellor for student activities and organizations.

POLICY NAME:	329.01 Student Payments
EFFECTIVE:	09-30-2017
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.4</i>
CROSS REFERENCE:	

The payment of tuition, fees, housing, and other institutional charges may be made by cash, personal check, cashier's check, traveler's check, money order, debit card, or credit card, subject to institutional restrictions.

PROCEDURE:

Payment

All students, except sponsored students, are required to pay the full amount of tuition and fees at the time of registration. Sponsored students whose expenses are paid by agencies such as Vocational Rehabilitation Service, Alabama Veterans Affairs, employers, etc. must have written authorization from the appropriate agency on file in the Financial Aid Office in order to register for classes without personally paying the tuition and fees. Students not completing payment at the time of registration will have that registration voided and will have to repeat the full registration process. Students may not attend classes until all tuition and fees have been paid. H. Council H. Councill Trenholm State Community College accepts cash, Visa, MasterCard or Discover for payment.

Financial Obligations

Students are expected to meet their financial obligations with the college in accordance with the designated deadline dates. If obligations are not met, then the student may be subjected to a reduction in funds, will not be included in commencement exercises, and will not be granted a college transcript

Delinquent Accounts

In the event of an unpaid balance at the end of term, grade reports, college credits, transcripts or diplomas will not be issued or released.

A student with a delinquent account shall not be allowed to enroll in subsequent terms until all delinquent balances are paid in full.

The institution has the right to refer the student's delinquent account to a collection agency for failure to meet financial obligations of any kind to the institution, including the payment of additional late payment charges, attorneys' fees, and any other fees and charges necessary for the collection of any amount not paid when due.

Returned Checks

Two-year colleges have been authorized by the Alabama Community College System Board of Trustees to charge for each check that is issued to the institution and is returned for insufficient funds or other reasons. A fee will be charged for any check written to the College, which is returned. The current amount of the returned check fee allowed by state law is \$30.00, which is the maximum allowed by state law. The College utilizes a third-party to collect and process returned checks. Students with returned checks will be placed on processing hold until all charges have been paid and will remain on a “cash-only” basis thereafter.

POLICY NAME:	350.01 Personal Injury/Property Damage
EFFECTIVE:	09-30-2017
SUPERSEDES:	350.01 issued 02-26-15; 07-23-14; 02-05-13; 10-01-08
SOURCE:	
CROSS REFERENCE:	

1. Effective October 1, 2008, the College is authorized to pay uncontested claims, up to \$5,000.00, for uninsured personal injury and/or uninsured property damage on institution property without adjudication before the Alabama State Board of Adjustment.
2. The College is required to report quarterly to the Chancellor all such claims filed, including final resolution.

Personal Injury/Property Damage Reporting Procedures:

Alabama State Board of Adjustment – The Board of Adjustment was established to provide a method of payment by the State for injuries or property damage or death, which the State has a legal or moral obligation to pay in those cases where legal action against the State is barred by the doctrine of sovereign immunity.

Claims are to be filed by the individual seeking restitution; not by the College. Examples of types of claims filed include: damage to student’s or employee’s vehicle or other property while on campus; water damage to employee’s personal items in office; insurance deductible or uncovered medical services due to an on-the-job injury or accident of student or employee.

Claims must be filed on the forms required by the College and the Board of Adjustment. Effective October 1, 2008, uncontested claims up to \$5,000 can be paid by the College without Board of Adjustment approval. Claims over \$5,000 must be submitted to the Board of Adjustment. Forms and instructions are available on their website at www.bdadj.alabama.gov/.

For Claims up to \$5,000:

1. Claimant will notify the *Business Office*, in writing, of personal injury or personal property damage. The *Business Office* will advise claimant to file a *Claim for Uninsured Medical Costs or Personal Property Damage on Institution Property*” form (***Exhibit 28: Uninsured Medical Costs or Personal Property Damage Form***), which may be obtained from the Business Office or College Intranet.
2. The *Business Office* will advise the claimant that the College has 60 days to complete the claim process. Should the College be unable to meet the 60 day requirement, a written explanation must be provided to the Chancellor.
3. The *Claim for Uninsured Medical Costs or Personal Property Damage on Institution Property* form will be submitted to the *Business Office* to review and make a recommendation to the President.

4. The *Business Office* will complete the *Recommendation for Disposition of Claim* form and contact the claimant to provide the outcome.
5. Should the College contest its responsibility to pay any such claim, the *Business Office* will advise the claimant of the availability of further investigation and adjudication by the Alabama State Board of Adjustment and will provide the claimant appropriate forms and procedures for filing a claim with the Alabama State Board of Adjustment.
6. The claim form will be maintained in the Business Office.

The *Administrative Assistant to the Dean of Finance* will be responsible for reporting claim to the Chancellor's Office.

POLICY NAME:	355.01 Mail Services
EFFECTIVE:	09-30-2017
SUPERSEDES:	355.01 issued 02-26-15; 07-23-14; 02-05-13
SOURCE:	
CROSS REFERENCE:	

Mail is distributed daily to faculty and administrative mailboxes on the Trenholm campus. Mail is distributed Monday through Thursday on the Patterson campus. Every effort is made to deliver mail accurately and promptly.

1. TSCC mail operations and services are for official business use only. This service is not for personal items of mail. Employees are not to have personal mail or packages forwarded to TSCC for delivery.
2. The Mail Clerk is responsible for delivery of mail (external and internal) to the mailbox of the addressee. Normal mail delivery/pick up is between 3:00 p.m. and 4:00 p.m.
3. Mail Services will fluctuate during registration and drop/add period.

Daily Distribution and Pickup Schedule:

US Mail/Campus Mail

1. The **Trenholm Campus** mailboxes are located in the Administration Building in room B101. Underneath the mailboxes are mail crates for US Mail (to be metered), Library Tower mail, and Patterson Campus mail.
2. The **Patterson Campus** mailboxes are located in Building D in the Administration Building. Crates for US Mail (to be metered), and Trenholm Campus mail are also located near the mailboxes.
3. The **Library Tower** mailboxes are located in the Library on the 1st floor. Underneath the mailboxes are mail crates for US Mail (to be metered), Trenholm Campus mail, and Patterson Campus mail.
4. **Cosmetology, Message Therapy and Truck Driving** will need to use the Patterson Campus for mail services.
5. **Culinary Arts** will need to use the Trenholm Campus for mail services.
6. The College utilizes Post Office Box 10048, Montgomery, Al 36108 to centralize all incoming mail to the campus. The physical addressees will still be used for shipments from UPS, FedEx, etc.

Packages (UPS, Airborne, FedEx, etc.)

These deliveries come in at all hours during the day and will be available in the cashier's office for pickup. Addressee will be required to sign for deliveries in the applicable campus office.

POLICY NAME:	360.01 Petty Cash Disbursements
EFFECTIVE:	09-30-17
SUPERSEDES:	360.01 issued 02-26-2015
SOURCE:	
CROSS REFERENCE:	

1. Disbursements for purchases/expenditures made in a single day will be limited to amounts not to exceed \$15 per day. Sales tax charges are not reimbursable.
2. Purchases/expenditures exceeding the \$15 limit in a single day cannot be submitted in subsequent daily increments to circumvent the \$15 per day limit.
3. Each purchase/expenditure will be documented by completing the standard Petty Cash Voucher, and supported by appropriate receipts:
 - a. Each voucher must be filled out completely with appropriate signatures before submitting to the cashier for reimbursement. (*Exhibit 29: Petty Cash Voucher*)
 - b. Disbursement of restricted funds must also be approved by the Director of Restricted Programs prior to submitting to the cashier for reimbursement.
 - c. The Business Office will forward the completed Petty Cash Voucher back to the remitter via campus mail, who may then present the voucher to the cashier for reimbursement.
4. To replenish the petty cash fund, the cashier will classify all vouchers as to type of expenditure (department charged), and reported in summary form to the Accounts Payable department. Accounts Payable will prepare a check, payable to the TSCC Petty Cash Fund to replenish the fund.
5. Unannounced audits will be performed to ensure the integrity of the fund.

Exhibits: List of Business Office Forms

- Exhibit 1: Chart of Accounts (Definitions)
- Exhibit 2: Internal Controls Checklist
- Exhibit 3: Budget Center Authorization Form
- Exhibit 4: Budget Transfer Form
- Exhibit 5: Notice of Suspended Privilege and Personal Liability Form
- Exhibit 6: Vendor Setup Form
- Exhibit 7: W-9 Form
- Exhibit 8: Vendor Remittance Form
- Exhibit 9: State of Alabama Disclosure Statement
- Exhibit 10: Purchase Requisition/Purchase Order Form
- Exhibit 11: Check Request Form
- Exhibit 12: Time and Attendance Report- Employee
- Exhibit 13: Professional Services Contact
- Exhibit 14: Time and Attendance Report- Professional Service Contract
- Exhibit 15: Prior Approval for Travel Form
- Exhibit 16: Annual Prior Approval for Travel Form
- Exhibit 17: In-State Travel Reimbursement Form
- Exhibit 18: In-State Travel for Reimbursement-Actual Expenses (Dues Paying)
- Exhibit 19: State of Alabama Mileage Chart
- Exhibit 20: TSCC Dues Paying Organizations
- Exhibit 21: Out-of-State Travel Reimbursement Form
- Exhibit 22: Student Meal Allowance Detailed Reconciliation Expense Report
- Exhibit 23: Notice of Travel Cancellation Form
- Exhibit 24: Before Travel Checklist (Not required, serve as guides only)
- Exhibit 25: After Travel Checklist (Not required, serve as guides only)
- Exhibit 26: ACCS Surplus Property Sale Form
- Exhibit 27: ACCS Property Transfer Form
- Exhibit 27A: TSCC Equipment Inventory Disposal/Transfer Form
- Exhibit 28: Uninsured Medical Costs or Personal Property Damage Form
- Exhibit 29: Petty Cash Voucher
- Exhibit 30: TEBI-Non Credit Course Cost Accounting Worksheet
- Exhibit 31: Key Request Form
- Exhibit 32: Office Assignment-Request Form
- Exhibit 33: ACCS Sole Source

All Exhibits can be found on the Intranet under the forms tab.