PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6100**

Delegation of Authority

Reference: Education Code Sections 70902(d), 81655, 81656

The Board delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community College Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. However, when transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Superintendent/President or designee may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. (See Board Policy 6340)

The Superintendent/President or designee shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

See Administrative Procedure 6100
See also BP/AP 2430 - Delegation of Authority to Superintendent/President
See also BP/AP 7110 - Delegation of Authority (Personnel)

(Formerly a part of PVC Board Policies 2000 and 7240)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6150**

Designation of Authorized Signatures

Reference: Education Code Sections 85232, 85233

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

The authorized signatures shall be filed with the county superintendent of schools.

See Administrative Procedure 6150

(Formerly a part of PVC Board Policy 7230)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6200**

Budget Preparation

Reference: Education Code Section 70902(b)(5); Title 5 Sections 58300 et seq.

Each year, the Superintendent/President shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual, and through the collegial consultation process. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserves shall be no less than five percent (5%).
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long term goals and commitments.

See Administrative Procedure 6200
See also BP/AP 6250 - Budget Management

(Formerly PVC Board Policy 3010)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6250**

Budget Management

Reference: Title 5 Sections 58307, 58308

The budget shall be managed in accordance with Title 5 and the CCC Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See Administrative Procedure 6250
See also BP/AP 2330 - Quorum and Voting
See also BP/AP 6200 - Budget Preparation

(Formerly PVC Board Policies 3020 and 3030)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6300**

Fiscal Management

Reference: Education Code Section 84040(c); Title 5 Section 58311

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311 including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

See Administrative Procedures 6300

(Formerly PVC Board Policy 3000)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6320**

Investments

Reference: Government Code Section 53600 et seq.

The Superintendent/President is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

See Administrative Procedure 6320

(Formerly PVC Board Policy 3050)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6330**

Purchasing

Reference: Education Code Section 81656; Public Contracts Code Section 20650 et seq.

The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board.

See Administrative Procedures 6330-0 and 6330-1
See also BP/AP 6340 – Contracts

(Formerly PVC Board Policy 3110)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6335-PVC**

District Credit Cards

Reference:

Purpose - The purpose of the district credit card is to make purchases of goods and services on behalf of the district in the process of carrying on the business of the district.

The Superintendent/President has the authority to provide for and direct the number of cards necessary to conduct district business. The Superintendent/President shall adopt administrative procedures to implement this policy.

See Administrative Procedure 6335-PVC

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6340**

Contracts

Reference: Education Code Sections 81641 et seq.; Public Contracts Code Sections 20650 et seq.

The Board delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Superintendent/President concludes that the best interests of the District will be served by prequalification of bidders in accordance with the Public Contracts Code Section 20651.5, prequalification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order though any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

See also BP/AP 6330 – Purchasing

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6400**

Audits

Reference: Education Code Section 84040(b)

There shall be an annual external audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President shall assure that an annual external audit is completed. Upon recommendation by the Chief Business Officer, the Superintendent/ President shall submit a contract for board approval of a certified public accounting firm to conduct the annual external audit.

The Superintendent/President may request a special audit whenever, in his/her opinion, it is necessary for the best interests of the District.

See Administrative Procedure 6400

(Formerly a part of PVC Board Policy 3290)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6450**

Wireless or Cellular Phone Use

Reference: Vehicle Code Sections 12810.3, 23123, and 23124; Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a stipend or cellular/wireless phone at District expense.

The District shall require employees to keep records to distinguish between business and personal calls made on wireless or cellular telephones provide by the District. Cellular telephones provided by the District are classified by the Internal Revenue Service as “listed property” and may be included as employee wages, unless they are used exclusively for business purposes.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

See Administrative Procedure 6450

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6500**

Property Management

Reference: Education Code Sections 81300 et seq.

The Superintendent/President is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board itself.

The Superintendent/President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.

See Administrative Procedure 6500

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY 6520

Security for District Property

Reference: Education Code Section 81600 et seq.

The Superintendent/President shall establish procedures necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

See Administrative Procedure 6520
See also BP/AP 3710 - Securing of Copyright
See also BP/AP 3715 - Intellectual Property

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6530**

District Vehicles

Reference: Title 13, California Code of Regulations, Division 1, Chapter 1

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

Any vehicle that carries ten (10) or more persons including the driver is defined in the Vehicle Code as a bus. All operators of buses must have a current Class B license, a current medical certificate and a current First Aid Certificate.

All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol. The CHP is required to inspect the records at least once every 13 months.

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The District shall not operate or lease a 15-passenger van unless the driver holds both a valid Class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

BP 6530 is not a CCLC BP

See Administrative Procedure 6530
See also BP/AP 2735 - Board Travel
See also BP/AP 4300 - Field Trips and Excursions
See also BP/AP 6531-PVC - Staff Travel

(Formerly PVC Board Policy 3440)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6531-PVC**

Staff Travel

Reference:

The Board of Trustees shall provide reimbursement to staff members for approved trips, travel, or attendance at professional conferences, as District representatives. Travel requests and "Absence from Campus" forms for District personnel shall be approved by the Superintendent/President or designee prior to the trip. The Superintendent/President must approve out-of-state trips and shall report such travel to the Board of Trustees.

The District shall reimburse employees for meals, the use of private automobiles, and other common expenses, at the current Internal Revenue Service reimbursement per diem rate for Riverside County. Exception to these per diem rates must be approved in advance by the Superintendent/President.

Staff travel forms, procedures and expense reimbursements are covered in the administrative procedures which follow.

See Administrative Procedure 6531-PVC
See also BP/AP 2735 - Board Travel
See also BP/AP 6530 - District Vehicles
See also BP/AP 6335-PVC - District Credit Cards

(Formerly PVC Board Policy 3500)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6535**

Use of District and Non-District Equipment

Reference: Education Code Section 70902

District equipment shall not be loaned to private groups organized for profit or to any individual, except that equipment may be loaned to employees for District-related duties off campus subject to administrative procedures developed by the college.

BP 6535 is not a CCLC BP

See Administrative Procedure 6535
See also BP 7371 - Personal Use of Public Resources

(Formerly a part of PVC Board Policy 3190)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6540**

Insurance

Reference: Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The Superintendent/President or Chief Business Officer ~~Vice President of Administration~~ shall be responsible to secure insurance for the District as required by law, which shall include but it is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment. The Superintendent/President or Chief Business Officer ~~Vice President of Administration~~ may authorize coverage for persons who perform volunteer services for the District; and
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

See Administrative Procedure 6540
See also BP/AP 6530 - District Vehicles
See also BP/AP 6535 - Use of District and Non-District Property
See also BP/AP 3810 - Claims Against the District

(Formerly PVC Board Policy 3320)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6550**

Disposal of Property

Reference: Education Code Sections 70902(b)(6) 81383, 81384, and 81452

The Superintendent/President is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

See Administrative Procedure 6550
See also BP/AP 6330 (AP 6330-0) – Purchasing

(Formerly PVC Board Policy 3130)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6600**

Capital Construction

Reference: Education Code Section 81820; Title 5, Sections 57150 et seq.

The Superintendent/President is responsible for planning and the administrative management of the District's capital outlay and construction program.
District construction projects shall be supervised by the Superintendent/President. The District shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

The Board shall approve and submit to the Board of Governors a five (5) year capital construction plan as required by law. The Superintendent/President shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

See Administrative Procedure 6600
See also BP/AP 6340 – Contracts

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6620**

Naming Buildings

Reference:

All recommendations for naming buildings shall be submitted to the Board by the Superintendent/President for action.

See Administrative Procedure 6620

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6700**

Civic Center and Other Facilities Use

~~See also BP/AP 5550 - Speech: Time, Place and Manner Reference: Education Code Sections 82537 and 82542~~

~~Designated facilities at Palo Verde College, Palo Verde College Spring Street Center and Palo Verde College Needles Center are authorized for civic use by the California Education Code. The Superintendent/President shall establish procedures regarding the use of college property, including but not limited to facilities, equipment and supplies, by community groups and other outside contractors.~~

~~These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.~~

~~No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.~~

~~See Administrative Procedure 6700~~
~~See also BP/AP 3826-PVC - Visitors on Campus~~

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6700**

Civic Center and Other Facilities Use

Reference: Education Code Sections 82530, 82542, 82537, 82542(a), (b), (c); 82544, and 82548

Designated facilities at Palo Verde College, Blythe, and Palo Verde College Needles Center are authorized for civic use by the California Education Code.

In accordance with Education Codes §82530, §82537 and §82542, Palo Verde College is available for public, private, for-profit and not-for-profit use as a Civic Center rental. Use of identified college facilities available as a Civic Center rental may be granted as provided by law. These include facilities and grounds at the main campus in Blythe, as well as the Needles Center.

Scheduled instructional, student support services, student activities, or other District activities or operational use shall take precedence over Civic Center rentals and use of District property for

non-district events or activities shall not interfere with scheduled instructional programs or other District activities.

The Superintendent/President shall establish procedures regarding the use of college property, including but not limited to facilities, *outside space,* equipment and supplies, by *employees,* community groups, and other outside contractors.

~~These~~ *The Civic Center and other facilities* rental Administrative Procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law.

No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

The Palo Verde Community College District reserves the right to determine the appropriate use of facilities and to deny usage as deemed necessary.

See Administrative Procedure 6700
See also BP/AP 3826-PVC - Visitors on Campus
See also BP/AP 5550 - Speech: Time, Place and Manner

(Formerly PVC Board Policy 1000)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY 6740

Citizens' Oversight Committee

Reference: Education Code Sections 15278, 15280, 15282; California Constitution Article XIIIA Section 1(b), Article XVI Section 18(b)

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Superintendent/President shall establish a Citizens' Oversight Committee in accordance with the applicable law and necessary regulations.

See Administrative Procedure 6740

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6750**

Parking

Reference: Education Code Section 76360; Vehicle Code Section 21113

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

See Administrative Procedure 6750
See also BP/AP 5030 – Fees

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6770**

Energy and Sustainability

Reference: Executive Order S-1204, Government Code sections 15814, California Community Colleges Board of Governors "Energy and Sustainability Policy."

It is the policy of the Board of Trustees of the Palo Verde Community College District to conserve energy and to promote the use of sustainable energy practices in all District Facilities. In accordance with the Board of Governors' policy on Energy and Sustainability, it is the goal of the Board of Trustees to reduce the District's energy capacity requirement from the electricity grid, and to promote energy independence using available technologies. To this end the Superintendent/President is directed to:

- Take appropriate measure to develop self-generating capacity for the District's facilities.
- Identify energy efficiency improvement strategies, to seek funding for their implementation and, expeditiously implement the strategies.
- Achieve optimum efficiency in the use of natural gas, electricity and other energy resources.

7/26/11 Board First Read
8/23/11 Board Second Read and Approval
1/24/12 Board Third Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6800**

Safety

Reference: 49 CFR Part 40, 49 CFR Part 655; Title 8, Section 3203; 29 CFR 1910.101 et seq.; Health & Safety Code Section 104420

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials, received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings.

See Administrative Procedures 6800See also Chapter 3 - General Institution
See also BP/AP 6530 - District Vehicles
See also BP/AP 7340 - Leaves (AP 7340-2 - Industrial Accident and Illness)

(Formerly PVC Board Policy 4020)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6900**

Bookstore

Reference: Education Code Section 81676

The Palo Verde Community College District may operate or contract out for a college bookstore ~~is operated by the District.~~ if deemed necessary.

If the College operates a bookstore, all operational costs of the college bookstore ~~are~~ shall be paid from revenues earned by the bookstore.

Fiscal management of ~~the~~ a college bookstore shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of ~~the~~ a college bookstore ~~is~~ shall be included with the District's annual external audit and presented to the Board.

See Administrative Procedure 6900
See also BP/AP 6300 - Fiscal Management
See also BP/AP 6400 – Audits

(Formerly PVC Board Policy 6490)
11/19/08 College Council Approval
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