

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: FINANCIAL CODE FOR SERVICE & ACTIVITIES AND STUDENT TECHNOLOGY FEE

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Administrative Procedure Number: 409.01

Date adopted: 11/17/80 Revised: 10/21/85, 6/93, 1/17/95, 7/03, 5/25/07, 2/18/20

Grays Harbor College has established the Associated Students of Grays Harbor College (ASGHC) 522 account into which shall be placed fees and revenues received by the College in connection with the Associated Students of Grays Harbor College.

The service and activities fees and other revenues collected by Grays Harbor College are for the benefit of the entire student body. The Board of Trustees has authorized these funds to be used for the purpose of financing the various programs of the associated students. Separate accounts shall be kept for each student activity or program. Such funds are considered state funds subject to budgetary, purchasing, and audit provisions of law in compliance with the laws of the state of Washington.

Disbursements shall be made by check signed by the President of the Community College or his designee appointed in writing. The President and the Designated College Business Officer of Grays Harbor College sign all College checks.

These Guidelines are part of the administrative procedures of Community College District No. 2 for the purpose of properly maintaining public funds. All college specific policies are outlined and maintained by the ASGHC within the Service & Activities and Student Technology Fee Financial Code. Proposed amendments to this financial code will follow the amendment process outlined in the ASGHC constitution and bylaws and may be submitted by the Director of Student Life and the Chief Executive of Information Technology for consideration. Any changes must be in compliance with local, state, and federal laws and policies.