

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
Title:	<b>Treasurer Designation</b>		Approved by:
Insert:	06.13	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



**POLICY / PURPOSE:**

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 302.02](#), Treasurer.

**SCOPE:**

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with College policies.

**DEFINITIONS:**

There are no definitions applicable to this policy.

**DETAILS:**

1. Each President shall designate one employee as treasurer/custodian of funds to be responsible for receiving and disbursing all institutional monies. The designation does not necessarily change the title of the person receiving this designation.

**PROCEDURE(S):**

1. Coastal Alabama Community College President will designate the Chief Financial Officer as the standing Treasurer to meet requirements of [Board Policy 302.02](#).

**ADDITIONAL PROVISIONS/INFORMATION:**

[Code of Alabama 16-60-111.2](#); [16-60-111.4](#).