

# Broward College Policy and Procedure Manual

## Section VI : Business Affairs

### Table of Contents

<b>6Hx2-6.01</b>	<b>Budget Preparation, Approval, and Amendment</b> Budget Approval Expenditures Until State Board Approval Budget Amendments
<b>6Hx2-6.03</b>	<b>Financial Records and Reports</b>
<b>6Hx2-6.04</b>	<b>Receipt and Deposit of Funds</b> <b>Procedure A6Hx2-6.04</b>
<b>6Hx2-6.05</b>	<b>Transfer of Funds</b>
<b>6Hx2-6.06</b>	<b>Current Loans</b>
<b>6Hx2-6.07</b>	<b>Auxiliary Enterprises</b>
<b>6Hx2-6.08</b>	<b>Expenditures of Auxiliary Funds</b>
<b>6Hx2-6.08</b>	<b>Bank Depositories</b> Definitions
<b>6Hx2-6.10</b>	<b>Approval of Vouchers</b>
<b>6Hx2-6.12</b>	<b>Investment of Surplus Funds</b> <b>Procedure A6Hx2-6.12</b>
<b>6Hx2-6.13</b>	<b>Student Fees, Charges, and Refunds</b> Credit Hour Fees Matriculation Fee Non-resident Fee Other Fees Other Fees and Charges Application Fees Lifelong Learning Economic Development Miscellaneous Fees Library Fines and Charges Traffic Fines Credit for Experiential Learning Criminal Justice Institute Production and Transmittal of Records

Refunds  
Refunds for Degree and Certificate Program Courses  
Refunds for Continuing Education Courses

- 6Hx2-6.15 Use of College Buildings, Facilities, and Services by Outside Agencies  
Procedure A6Hx2-6.15**
- 6Hx2-6.16 Collection of Funds Owed to the College  
Procedure A6Hx2-6.16**
- 6Hx2-6.17 Bonds for Board Members and Employees**
  - Board Members
  - Employees
- 6Hx2-6.18 Grants or Contracts for Program Support  
Procedure A6Hx2-6.18**
- 6Hx2-6.19 Sale of Tickets  
Procedure A6Hx2-6.19**
- 6Hx2-6.20 Foundation Scholarship Funds**
- 6Hx2-6.21 Travel and Traveling Expenses  
Procedure A6Hx2-6.21**
- 6Hx2-6.22 Budget Amendments  
Procedure A6Hx2-6.22**
- 6Hx2-6.24 Fundraising and Donation of Equipment and Supplies**
  - Fundraising
  - Donations of Equipment and Supplies
- 6Hx2-6.25 Agency Fund Account  
Procedure A6Hx2-6.22**
- 6Hx2-6.26 College Liability Insurance  
Procedure A6Hx2-6.26**
- 6Hx2-6.27 Accounting for and Disbursing Student Financial Aid Funds  
Procedure A6Hx2-6.27**
- 6Hx2-6.28 Acceptance of Credit Card Payment  
Procedure A6Hx2-6.28**
- 6Hx2-6.29 Issuance of Checks and Statements of Account**
  - Statements of Accounts**Procedure A6Hx2-6.29**
- 6Hx2-6.30 Transfer of Private Contributions to the Broward Community College Foundation,  
Inc.**
- 6Hx2-6.31 Financial Conflicts of Interest in Federally Sponsored Grant Projects  
Procedure A6Hx2-6.31**

- 6Hx2-6.32 Alcohol on Campus**
- 6Hx2.6.33 Exceptions Process for Fee Implementation of HB 1545**
  - Fees assessed
  - Waiving fees
- 6Hx2-6.34 Procurement Requirements**
- 6Hx2-6.35 Vendor Responsibilities and Rights**
- 6Hx2-6.36 Small Disadvantages Business Program**
- 6Hx2-6.37 Sustainability in Procurement**