

DCTC Policy 7.13 Operation of Distribution Programs

Part 1. Policy Statement.

The objective of Dakota County Technical College is to provide operation of distribution programs by the President and the instructor and to maintain administrative control. Program operation and administrative controls for each program will be established within the guidelines of the MAPS (Minnesota Accounting and Procurement System) system and Minnesota State.

1. All cash received from the sale of products will be deposited into a separate cost center established for the program.
2. All disbursements for program operations relating to items for resale will be made through a separate cost center and object code established for the program. Instructional supply expenditures and equipment expenditures will be made through general college funds.
3. All student activity club checks will be dual signed by the President and the Director of Business Affairs or his designee as approved by the administration.
4. Controls will be established on all cash funds and inventory maintained within the program. Such controls must provide for reconciliation of the beginning balance and transactions to the ending balance.
5. All instructors and administrators involved in program operations involving cash funds or inventory will be bonded to insure the college against loss.
6. Sufficient transaction documentation must be maintained by the program instructors to allow for periodic audit.
7. A physical inventory will be taken semi-annually by the department concerned.

At end: In policies yet to be touched folder

Related Documents:

- N/A

Policy History:

Date of Adoption: 02/01/1996

Last Revision Date: 06/08/2017

Date most recent policy revisions go into effect: 06/08/2017

Date and Subject of Revisions:

06/08/2017 – Updated title and history and changed MNSCU references to MN State