Policy Number	4.1	
Effective Date	January 15, 2014	

It is the policy of Laramie County Community College to provide guidelines and procedures on the processing of fiscal documents for the College and the monitoring of College budgets. This policy is also meant to ensure adherence to laws and procedures applicable to fiscal and budgeting issues.

Adopted on: 1/15/14

This policy is applicable to the Board of Trustees, all full-time and part-time administrators, staff, and professionals.