

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Guidelines for a Direct-Support Organization of the College	<u>Number</u> 123
Related Policy:	Direct-Support Organizations – 6Hx20-1.025	<u>Page</u> Page 1 of 1

I. Purpose

To provide a procedure for annual direct-support recertification and use of College property, facilities, and personnel services.

II. Procedure

- A. Initially, an organization seeking to be authorized as a direct-support organization must provide the Vice President, Business Affairs, a copy of the Articles and By-Laws of the proposed organization that is being considered to be a Direct Support Organization (DSO) of the College. These will be presented to the District Board of Trustees, along with the organization's most recent audit (if applicable), for consideration. If approved as a DSO, an organization will only be certified for one year.
- B. Annually, DSOs have to present audited financial statements and tax forms 990, along with a completed DSO checklist, for consideration for recertification as a DSO of the College. These items, upon Board approval, will be forwarded to the Auditor General and to the Division of Florida Public Colleges in Tallahassee.
- C. A contractual agreement will be made with the DSO to outline expected facility, equipment, and personnel service arrangements between the College and the DSO. Any amounts committed for personnel, goods, or services from the College to a DSO will be discreetly identified to the District Board of Trustees during the budget presentation.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 12/01/2025