

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Guidelines for Authorization of a Direct-Support Organization by 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 direct-support authorization and use of College property, facilities, and personal services.

**II. Procedure**

- A. The 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 spelling out those facilities, equipment, and personal services requested.
- B. The President’s Cabinet will approve or disapprove the request.
- C. If approved, the Vice President, Business Affairs, will place the request on the Board of Trustees agenda for approval by the Board.

Responsible Official	Vice President, Business Affairs
President’s Signature: 	Date: 02/21/2017