

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title: Creating/Changing an Administrative Procedure	<u>Number</u> 133
Related Policy: Organizational Operation – 6Hx20-1.003	<u>Page</u> Page 1 of 1

I. Purpose

To establish a process for creating a new or changing an existing administrative procedure.

II. Procedure

- A. Proposed new procedures or changes to existing procedures are prepared by the responsible administrator and sent to the Office of the Vice President, Business Affairs, for presentation to the President’s Cabinet. The responsible administrator may be asked to make the presentation depending on the complexity of the proposal. The Cabinet may approve, disapprove, or table for further study and discussion.
- B. If the suggested procedure is new, it should be typed and indicated that it is new. The Office of the Vice President, Business Affairs, will put the procedure in the proper format and assign it an identifying number and title. In the case of changes to existing procedures, wording to be deleted is to be ~~lined through~~ and additions should be underlined.
- C. After approval is received from the President’s Cabinet, the procedure is prepared by the Office of the Vice President, Business Affairs, for signatures by the official responsible for the procedure, the Vice President of that official’s area, and the President. The procedure is then scanned and posted on the College’s Internet and Intranet.

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