

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

Procedure Title:	Govern the Manner in Which College Patrons are Related To the College	<u>Number</u> 303
Related Policy:	Occupational Laboratory Production – 6Hx20-3.007	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide procedures for College patron sources.

**II. Procedure**

The College may provide certain goods or services to the individual residents of the College service district and to special categories of employees through its workforce programs. Such activities must adhere to the following procedures:

- A. Each department shall develop guidelines pertinent to the specific goods or services it offers. Those guidelines shall address the following:
  - 1. Schedule of charges;
  - 2. Description of goods or services;
  - 3. Procedures for the collection and control of all cash; and
  - 4. Procedures for the acquisition and storage of any product inventory.
- B. All prices, fees, guidelines, and revisions of such items must be approved by the Board of Trustees.

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

