

DEVIATIONS FROM FISCAL PROCEDURES

It is the policy of the Board of Trustees that procedures be established which allow employees to report deviations from approved fiscal procedures.

See following page for procedure.

Adopted July 19, 1989
Reformatted April 28, 2010

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It is the policy of the Board of Trustees that procedures be established which allow employees to report deviations from approved fiscal procedures.

The following steps should be taken:

1. Bring the problem to the attention of your immediate supervisor.
2. If the problem involves your immediate supervisor bring it to the attention of the Vice President for Administrative Services.
3. If the problem involves the Vice President for Administrative Services, bring it to the attention of the President.
4. If the problem involves the President, bring it to the attention of the President of the Board of Trustees.

These steps shall all be documented in writing. All information shall be handled in confidence, and there shall be no reprisal.

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