



## Planning and Evaluation Tracking

College Year: 2008-09

Division of: Finance & Admin Svc

Person Responsible: Terry Berg

Department of: Business Office

Person Responsible: Sharon Doggett

**Purpose Statement:** Responsible for financial records of the College in accordance with the fiscal policies adopted by the Board of Regents and external regulatory agencies.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1.Receive underwriting contracts from KACV.	1. After sending monthly e-mail reminders, KACV underwriting staff will send a copy of new contracts to the Business Office 100% of the time as determined by trial balance postings matching to current contracts.	1.New	1.
2.KACV requisitions and appropriate documentation approved in a timely manner.	2.After reviewing correct policies and procedures with the KACV Sr. Staff Assistant and General Manager, all KACV requisition initiators will consistently send appropriate documentation to the Purchasing Office (with a copy to the KACV Accountant) 100% of the time as determined by the requisition log.	2.New	2.

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revised 8/1/05