

Amendment to Financial Manual

SOFTWARE AND HARDWARE ACQUISITIONS – DRAFT – FEB. 2010

Purchases of all software and hardware for and by NWIC shall be coordinated through the Information Systems Department to ensure system compatibility and maximization of institutional resources. To facilitate timely response, the IS Department shall designate one individual to serve as the coordinator of software and hardware purchases. This coordinator, or, in his/her absence, the IS Director, shall provide "spec sheets" to staff, upon request, for what is required for system compatibility.

A. Computer acquisition

The IS coordinator will be responsible for the inventory control of all computer hardware (desktop, transportable, laptop, and notebook) and software acquisitions, and should be attuned to computer users' expected needs. He/she will also assist users with any future hardware and software requirements. An approved list of hardware purchases will be available to the end/user upon request.

No personal hardware or software is allowed, including in-house developed programs, is the sole property of the NWIC. This policy has been developed to reduce problems with equipment, software failure, damage to data files, and the introduction of viruses. To restrict access to the NWIC's data and /or programs and prevent virus transmission, disks or tapes belonging to the NWIC are not to be used in personal home computers.

Purchase requisitions for computer hardware, software and service contracts or consulting contracts are forwarded to the IS coordinator who approves the purchase requisition and forwards them to the Purchasing Department, purchase requisitions are used only for approved budgeted expenditures if there is discrepancy of funding expenditures the Budget Office and Department making the purchase will be notified.

B. Hardware acquisition

The procedures for hardware acquisition are as follows:

1. Approved hardware purchases
 - a. Departments with budget approval for hardware expenditures complete a purchase requisition form and forward it to the Budget officer who will check the capital and confirm that the purchase can be approved.
 - b. If the purchase is not on the approved list, the requisition is returned with a memo explaining the problem. If it is in order, the coordinator dates and signs the purchase requisition form and forwards it to the purchasing office.
2. Hardware loans

End-users requesting a loan of hardware from the coordinator will provide the following information:

- What is to be loaned.
- Expected length of time for the loan.
- Reason for loan.
- The department and person requesting the loan.
- Where the equipment will be used.
- The person who will be using the equipment.

When the equipment is released, an "out card " with date, time, equipment loaned, serial number, and to whom it is loaned will be completed and signed by the person receiving the equipment. The card will be filed, by date, until the item is returned when it will again be signed and dated by the person returning the item.

The "out card " file will be reviewed once per month. Delinquent borrowers will be contacted about returning the equipment. Cards for returned items will be held on file for one year.

If any damage is observed to the item it will be noted on the card, and the card will become the source for a damage memo report to be completed by the coordinator. This memo will be sent to the end-user head of the department. Arrangements will be made to repair or replace the equipment at a cost to be decided by the coordinator. That amount will be reported to the end-user head of the department.

3. New Hardware acquisition

The Information Systems coordinator serves as an source for future hardware acquisitions and maintains a published list of "approved" hardware, i.e., sanctioned for purchase. If the desired hardware is listed, the user need only provide purchase requisition form and budgeted funds to acquire the equipment.

The purchase of hardware that is not sanctioned will require a request either for a one-time purchase, or for the item to be placed on the approved list. The procedure for either action is to write a memo to the coordinator explaining the special request and containing the following information:

- Item's name, and vendor's name and address.
- Cost of item.
- Quantity required.
- Reason special item is required.
- What happens (consequences) if item is not approved.
- Personnel responsible for item's maintenance.
- Personnel responsible for training and operation support.

If required, a meeting will be held with the party interested in the new hardware and the coordinator. If an alternate piece of approved hardware is not acceptable to the user, and the request is not resolved, the coordinator will contact the head of the information systems for disposition of the problem.

The Information systems manager will inform the requesting party by memo of his/her decision. If the equipment acquisition is still not approved, the user may appeal in writing to the IT Tech Committee advisory panel whose decision is final.

C. Software acquisition

Software may be developed in-house or be acquired from an outside source. In-house software development will only be pursued if no commercially available software can be found for less than in-house cost. The availability of in-house programming end-user personnel is also a consideration. Arrangements for any in-house developed software will be made by the coordinator. The actual programming effort may be done in-house by the end-user personnel or the NWIC IS programming unit, or contracted out by the coordinator. The cost of this effort will require the end-user head of the department approval for it will be then charged to that department's budget.

Software can be purchased for multi-users or a single user. Most software is purchased from vendors, while some is only available for an annual fee. Also, up-grades are generally available for single or multi-users. Purchased "off-the-shelf" software is available in two forms: One is for "horizontal" market, that is, for widespread use across many different kinds of firms (word processing or spreadsheet software); The other is for "vertical" market, that is, for applications pertaining to given industries or government packages. This kind is more flexible, because in some cases the source program is available. This can make it possible to alter the program to meet the user's own needs.

The I.S. coordinator will maintain a published list of approved computer software which will be continually up-dated with newly approved equipment. It is the duty of the I.S. coordinator to continually to seek and respond to needs for newer and better software. Only approved software may be used. In the event that the coordinator will not approve requested software, the requesting party may appeal in writing to the IT committee advisory panel whose decision is final.

1. Specially developed software

When a user requires software that is not available by purchase, the I.S. coordinator works with the user to define needs and assigns the project to an end-user programmer. If one is not available the coordinator will submit a memo to the person responsible for NWIC computer programming systems and provide enough information so that a project proposal can be developed and the cost estimated.

Project proposal information is reviewed with the user requesting the program. If time and money are available, a formal request in writing is issued by end-user management.

Program development is handled using the same standard procedures as for information systems program development. As long as no security problem exists, the new software will be made available to other computer users.

2. Purchased software

The user sends a memo to the coordinator requesting the approved software. The I.S. coordinator reviews the request and, if it is in order, sends the software to the party requesting it. If need be, an internal charge will be made to the requesting department's account. If the software is not in stock, the end-user will issue a purchase requisition from the requesting department and send it to the end-user head of department for approval.

3. Software registration

All software registration will be completed and mailed by the coordinator in the name of the NWIC.

4. Software Library

Copies of all in-house developed computer programs and the original licensed software, as well as backup copies of the purchased software, are maintained in the end-user library which will be under control of the I.S. coordinator. Users of one-of-a-kind software are encouraged to have backup copies housed here as well.

5. Software demo disks

Software demo disks will be provided to users requesting them and will not be charged to user's account.

Admin Team – 1st Reading February 24, 2010

213 Signature Authorities

213 Signature Authorities

A. Expenditures for:		
Type of Expenditure Or Transaction	Amount	Authority by Position
1. Major investments (capital construction in progress; sale/leaseback arrangements; major modifications or betterment; intangible assets.)	Up to \$499,999	President
	\$500,000 or more	Board of Trustees
2. Capital asset purchases (e.g. vehicles, equipment, etc.)	Up to \$249,999	President
	\$250,000 or more	Board of Trustees
3. Leases and rental transactions (direct or indirect)	Up to \$9,999	Vice President
	\$10,000 to \$249,999	President
	\$250,000 or more	Board of Trustees
4. Legal fees and retainers	Any Amount	Board of Trustees
5. Other Contracts	Any Amount	President or delegate

B. Business Commitments and Authorizations – INSTITUTIONAL BUDGET		
1. Budget Modifications	Up to 10,000	Between departments with President or discretion of budget authority
2. Expenditure of additional institutional funds, including Reserve	Up to \$20,000	Vice President
	20,001 to \$99,999	President
	\$100,000 or more	Board of Trustees
3. Increase in revenue line item	Over \$100,000	Board of Trustees

C. Banking and Financing		
1. Password access to Bank accounts		Finance Director and President
2. Authorized to negotiate and commit the college to financing more arrangements	Any Amount	Board of Trustees
3. Authorized to execute investments		Finance Director President
4. Debt authorizations – Consistent with authorities in A.	a. Use Line of Credit	President/delegate Foundation Secretary
	b. Short-Term debt (less than 2 years)	President
	Long-term debt	Board of Trustees
D. Relocation Expense	Any	President

213 Signature Authorities - Draft Amendment - 05-30-12

E. Other Costs		
1. Time card approvals		Immediate Supervisor
2. Exempt overtime authorization		Immediate Supervisor
3. Association dues		Department Manager
4. Compensatory time off		Immediate Supervisor
5. Travel authorization	All	Supervisor
6. Temporary Travel Advance	All	Supervisor
7. International Travel	All	President
F. Other matters		
1. Disposal of capital assets	Up to 24,999	Vice President
	Over \$25,000	President
2. Land Transactions	All	Board of Trustees

Proposed by the Admin Team - 8/03/2011

First Reading of the Board of Trustees - Sept 2011

Review by the Admin Team - 5/30/2012

Final Approval by the Board of Trustees - June 13, 2012

228 Retention of Records – Amendment 10.15.13

Approved
10/16/13

228 Retention of Records

A. Northwest Indian College will retain Financial Records in chronological order, organized by fiscal year, consistent with guidelines established by appropriate and relevant authorities.

B. Records thresholds

~~B.~~ In accordance with the "Guide to Record Retention Requirements," National Archives and Records Administration, U.S. Department of Commerce, for the Internal Revenue Service, the following records will be retained for the indicated minimum periods:

1. NWIC will retain the following records for a minimum of ~~For~~ six years after the close of the fiscal year is completed: accounts payable and accounts receivable ledger, payroll register, inventory ledger, bad debt write-off supporting details, cash book check register and checks, invoices (funding sources and vendors), and insurance safety reports.
2. NWIC will ~~p~~Permanently retain the following: Audit reports, chart of accounts, financial statements, general ledger, fixed asset records, journal vouchers, profit and loss statements, tax returns, annual corporate reports, charters and by-laws and minutes, grants and agreements, tax and legal correspondence, incorporation records, labor grants, insurance claims and policies, accident reports and retirement and pension records.
3. Grants records will be retained consistent with B.1 and B.2. above unless the granting agency specifications and requirements stipulate a longer retention period.
 - i. Retention of the grant records, including accounting, financial and reporting records, supporting documents and all other administrative records pertaining to grant or contract activity are kept for a minimum of three years after the final financial status report (e.g., SF425) has been accepted by the sponsoring agency, unless litigation or an audit has started before the expiration of this period. This file shall be maintained as the institutional official record of the grant – no other separate file or record will be maintained.
- 2.4. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service will be retained for three years from the end of the fiscal year in which the records were originally prepared.

C. Retention Location

The NWIC Business Office retains all files for three (3) years in the office before sending them to the LIBC Archives to be retained for a minimum of five (5) additional years following the end of the fiscal year, or termination of the grant award.

- a. If any litigation, claim, negotiation, audit other action involving the records has been stated before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

~~C.~~ The disposal date determined under this policy will be the end of the fiscal year in which occurs the anniversary date of the required number of years from the act specified or, where not specified, from completion of a grant, date of final payment of a grant or year in which an entry is made charging or allocating a cost to a government grant, as the case may be.

~~D.~~ All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service will be retained for three years from the end of the fiscal year in which the records were originally prepared.

228 Retention of Records

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A. Northwest Indian College will retain Financial Records in chronological order, organized by fiscal year, consistent with guidelines established by appropriate and relevant authorities.

B. Retention thresholds

In accordance with the "Guide to Record Retention Requirements," National Archives and Records Administration, U.S. Department of Commerce, for the Internal Revenue Service, the following records will be retained for the indicated minimum periods:

1. NWIC will retain the following records for a minimum of six years after the close of the fiscal year is completed: accounts payable and accounts receivable ledger, payroll register, inventory ledger, bad debt write-off supporting details, cash book check register and checks, invoices (funding sources and vendors), and insurance safety reports.
2. NWIC will permanently retain the following: Audit reports, chart of accounts, financial statements, general ledger, fixed asset records, journal vouchers, profit and loss statements, tax returns, annual corporate reports, charters and by-laws and minutes, grants and agreements, tax and legal correspondence, incorporation records, labor grants, insurance claims and policies, accident reports and retirement and pension records.
3. Grant records will be retained consistent with B.1. and B.2. above unless the granting agency specifications and requirements stipulate a longer retention period.
 - i. Retention of the grant records, including accounting, financial and reporting records, supporting documents and all other administrative records pertaining to grant or contract activity are kept for a minimum of three years after the final financial status report (e.g., SF425) has been accepted by the sponsoring agency, unless litigation or an audit has started before the expiration of this period. This file shall be maintained as the institutional official record of the grant – no other separate file or record will be maintained.
4. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service will be retained for three years from the end of the fiscal year in which the records were originally prepared.

C. Retention Location

NWIC will retain records electronically, whenever it is possible to comply with funders criteria and maintain the records integrity.

When a physical copy of the file is required, the NWIC Business Office will retain files for three (3) years in the office before sending them to the LIBC Archives to be retained for a minimum of five (5) additional years following the end of the fiscal year, or termination of the grant award.

a. If any litigation, claim, negotiation, audit or other action involving the records has been stated before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

D. Disposal of Records

Disposal of records occurs within the relationship with the LIBC Archives. Transmittal of records includes records disposal parameters, consistent with this policy (specifically B & C, above) as certified by the Business Office employee designated by the Finance Director for responsibility of records.

*Reviewed by Finance Committee - 11-09-2010 - approved for Admin Team Review
Reviewed by Admin Team - 11/23/10 - approved for Board of Trustees
Approved by Board of Trustees - 10/19/11*

*Reviewed by Finance Committee - 06/25/2013 - approved for Admin Team Review
Reviewed by Admin Team - 7/03/13 & 7/31/13 - sent back to Finance Committee
Reviewed by Finance Committee - 10/10/13
Reviewed by Admin Team - 10/16/13
Approved by Board - First reading 11/25/13; Approved 2/19/14*

228 (NEW) Retention of Records

228 Retention of Records

- A. Northwest Indian College will retain Financial Records consistent with guidelines established by appropriate and relevant authorities.
- B. In accordance with the "Guide to Record Retention Requirements," National Archives and Records Administration, U.S. Department of Commerce, for the Internal Revenue Service, the following records will be retained for the indicated minimum periods:
 - 1. For six years after the close of the fiscal year is completed, accounts payable and accounts receivable ledger, payroll register, inventory ledger, bad debt write-off supporting details, cash book check register and checks, invoices (funding sources and vendors), and insurance safety reports.
 - 2. **Permanently:** Audit reports, chart of accounts, financial statements, general ledger, fixed asset records, journal vouchers, profit and loss statements, tax returns, annual corporate reports, charters and by-laws and minutes, grants and agreements, tax and legal correspondence, incorporation records, labor grants, insurance claims and policies, accident reports and retirement and pension records.
- C. The disposal date determined under this policy will be the end of the fiscal year in which occurs the anniversary date of the required number of years from the act specified or, where not specified, from completion of a grant, date of final payment of a grant or year in which an entry is made charging or allocating a cost to a government grant, as the case may be.
- D. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service will be retained for three years from the end of the fiscal year in which the records were originally prepared.
- E. If any litigation, claim, negotiation, audit other action involving the records has been stated before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- F. All financial records will be maintained in chronological order, organized by fiscal year, starting with the fiscal year commencing July 1, 1996. No separate files or accounting records will be maintained by individual grants.
- G. In connection with the disposal of any records, a memorandum of record disposal will be prepared by the designated Records Disposal Officer listing the record or the class of records disposed of. This memorandum of records disposal will be certified by the Finance Director.

Reviewed by Finance Committee - 11-09-2010 – approved for Admin Team Review

Reviewed by Admin Team – 11/23/10 - approved for Board of Trustees

Approved by Board of Trustees – 10/19/11

329 – Institutional Budgeting

329 Institutional Budgeting

The NWIC Board of Trustees grants appropriate autonomy to the Administration of NWIC with regard to all institutional finance and budgetary business. This practice is consistent with the Charter and Bylaws of NWIC Board of Trustees.

- A. The Fiscal Year of NWIC begins July 1 and ends June 30
- B. The Board evaluates and approves the annual operational revenue and expenditure budgets presented by the management of NWIC prior to the beginning of the fiscal year and, if necessary, a budget modification mid-year.
- C. The Board will consider a three year projection of basic operational revenues and expenditures each year with initial approval of the annual operational revenue and expenditure budget, and mid-year, if necessary.
- D. The Administration will implement a process for development of the institutional budget that results in a balance of revenue and expenditure, inclusive of an initial annual reserve, if feasible.
- E. Budgeting for capital construction shall occur in a separate process, facilitated by and through the President's office and shall report to the Board of Trustees, as agreed.

Reviewed by the Finance Committee – 11/09/2010 – Approved for review by Admin Team

Reviewed by the Admin Team – 11/23/2010 – approved for Board of Trustees

Approved by the Board of Trustees – 10/19/11

335 NEW Budgeting – Reserve Account

335 Budgeting - Reserve Account

A. Purpose:

The intent of this policy is to monitor and manage cost savings throughout the year within the existing budgeting process by institutionalizing a process wherein anticipated cost savings are transferred into an internal Reserve Account.

This policy is not intended to represent or refer to an Institutional Cash Reserve (Ref: Section #445) that exists outside of the annual budgeting process and is intended to support institutional operations in the event of revenue short fall.

B. Policy:

1. This policy outlines:

- a. The creation of a Reserve Account
- b. The budget authority of the Reserve Account
- c. Management of the Reserve Account

C. Administration:

1. The Finance Office shall have the responsibility to establish a separate account within the institutional budget entitled Reserve Account and making the debits and credits to the account, consistent with established procedure.
2. Budget authority for the Reserve Account shall reside in the President's office
 - a. The President may delegate, at their discretion, budget authority for the Reserve Account
 - b. Such delegation shall be in writing and shall be on file in the Finance Office.

D. Procedures:

1. The Finance Office shall establish a separate account entitled Reserve Account.
 - a. The President may request delineation of the Reserve Account into separate accounts as necessary to manage reallocation. The Finance Office shall ensure the Reserve Account can accommodate this flexibility
2. The President, or their delegate, shall initiate transfers/entries into the Reserve Account.
 - a. Upon identification of potential cost saving – such as unfilled or eliminated positions/projects – the President, or their delegate, shall complete a Reserve Account transfer form.
 - b. The President may also re-allocate funds from the Reserve Account, at her discretion, utilizing the Reserve Account transfer form.
 - c. The Reserve Account transfer form shall be sent to the Finance Director for processing.
 1. The Finance Director shall ensure entries to the Reserve Account are made in a timely way.
 2. The Finance Director shall maintain all records of the Reserve Account activity, according to audit guidelines.

Approved by the Board of Trustees – 10/19/11

370 Student Accounts – Registration/Transcript Hold

- I. Purpose
 - A. The purpose of the Student Accounts – Registration/Transcript Hold is to:
 1. Insure Students Account debt is minimized
 2. Maximize payment of tuition and fees
 3. Define the process of a Registration/Transcript Hold
 4. Define the impacts of a Registration/Transcript Hold
- II. Implementation of Registration/Transcript Hold
 - A. Establishing a due date for payment of tuition
 1. All tuition is due, in full, before early registration opens for the following quarter. Currently, this requires tuition to be paid, in full, by the end of the 7th week of the quarter.
 2. The Due Date for tuition payment shall be published in all registration, financial aid and student accounts related materials, offices and processes.
 - B. Identification of Students for Registration/Transcript Hold
 1. Students with a balance of \$500 or more after the due date for tuition payment has passed will have a Registration/Transcript Hold applied to their account.
 - C. Application of the Registration/Transcript Hold
 1. The Business Office will be responsible for application of a Registration/Transcript Hold
 2. The Business Office will provide a list of students affected by a Registration/Transcript Hold to Student Services within one week of the application of the Registration/Transcript Hold
 3. The Business Office will make sure the Student Invoices/Statements clearly and visibly state the timeline for payment of accounts and the Registration/Transcript Hold, if it is applicable.
 4. In addition to a hold on registration and transcripts, students with a Registration/Transcript Hold cannot receive their diplomas or participate in graduation ceremonies.
 - D. Response by Student Services
 1. Student Services will have a “response plan” for supporting students affected by a Registration/Transcript Hold which includes, but is not limited to: Notification to the Student; Financial Aid and scholarship application support, and; Financial Literacy training.
 2. Students Services may implement a Payment Plan with students with account balances, but this will not affect the application of the Registration/Transcript Hold process.
- III. Removal of Registration/Transcript Hold
 - A. The Business Office will be responsible for the removal of a Registration/Transcript Hold

370 Student Accounts – Registration/Transcript Hold

- B. Removal of a Registration/Transcript Hold For Reenrollment**
When the student account balance is less than \$500, the student will be allowed to register for classes.
- C. Removal of a Registration/Transcript Hold For Transcript Release**
When the student account balance is zero, the student will be allowed to request an Official Transcript.
- D. Removal of a Registration/Transcript Hold With a Third Party “promise to pay”**
1. If a Third Party provides the Business Office with a legitimate “promise to pay” a student account, in full, the Registration/Transcript Hold will be suspended only through the end of the current quarter.
 - a. A legitimate Third Party shall be defined as a State, Federal or Tribal program typically connected to payment of student tuition and fees charges. This includes an assurance from the Financial Aid Office that student aid is pending and assured by the end of the current quarter.
 - i. A legitimate “promise to pay” may come in the form of an email from a program official, a document containing a program official’s signature or a documentable phone call to the business office from a program official.
 - b. If the “promise to pay” is not fulfilled by the end of the current quarter, the Registration/Transcript Hold will be upheld and student will be responsible for payment.
 - i. If the “promise to pay” is not fulfilled by the end of the current quarter and the student has registered for the following classes during early registration, the students will be withdrawn from the classes via Administrative Withdraw.
 - c. A Permanent employee of NWIC who has a active and current payroll deduction that will result in their student debt being paid in full by the end of the current quarter will be extended the considerations of a Third Party “promise to pay” waiver.
 2. When a Registration/Transcript Hold is suspended due to a Third Party “promise to pay”, the student will not be entitled to an Official Transcript and will not be provided a credit for purchase of books through MBS.
 3. A “promise to pay” by a Third Party does not eliminate the student’s responsibility for payment of the student account.

Electronic Review by Finance Committee – August 31, 2012

Approved by Admin Team – September 5, 2012

Presented for Board 1st Review – September 19, 2012

Approved by the Board – November 2, 2012

445 – Authorized Investments

445 Authorized Investments

This policy shall govern investment of all NWIC funds, except as governed by #317 Cash Concentration and Investment Policy

The Investment Objective for all NWIC funds includes preservation of capital, investment liquidity and maximum income returns.

A. Short Term Investments

- 1 Funds not required to be used on a current basis will be invested in short-term interest-bearing investments consisting of income-producing securities with maturities of less than one year. These investments should be readily convertible to cash and stated at the lower of cost or their market value.

B. Long Term Investments- Institutional Reserve Account

The purpose of this section is to establish an Institutional Reserve Account – an account separate from and in addition to the Budgetary Reserve account noted in #335.

1. Funds not required for use in the current budget cycle may be allocated to a separate investment account and invested in longer term interest-bearing investments, consisting of income producing securities, with maturities not more than 3 years, for the purposes of establishing an Institutional Reserve Account.
2. These investments should be readily convertible to cash and stated at the lower of cost or market value.
3. Investments in the Institutional Reserve Account shall be governed by the current Investment Plan – see Appendix A.
4. Interest Income from the Institutional Reserve Account shall be maintained in the Institutional Reserve Account
5. Interest Income from other accounts may be deposited into the Institutional Reserve Account, as determined in the FY Budgeting process.
6. Withdrawals from the Institutional Reserve Account shall be made only with consultation and approval of the President and the Board of Trustees.

- C. The Finance Director is authorized to execute investments according to this policy on behalf of the College. The Finance Director will regularly report to President regarding investment matters.

Reviewed by the Finance Committee – July 26, 2011

Reviewed and approved by the Admin Team – August 3, 2011

Approved by the Board of Trustees – 10/19/11

480 (New) Institutional Debt

480 Institutional Debt

A. Purpose:

The intent of this policy is to establish and maintain the current and future debt of NWIC.

B. Policy:

This policy outlines:

1. Types of Institutional Debt
2. Authority to approve debt
3. Management and reporting of debt

C. Line of Credit:

1. The College currently maintains a line of credit to manage the institutional cash flow; this account is managed by the Finance Director.
2. The line of credit is utilized only with the approval of the President or her/his delegate.
3. Any balance due on the line of credit is paid in full at the earliest opportunity
4. The Finance Director provides regular reporting on the balance of the line of credit to the President

D. Short Term Debt:

1. A Short-Term Debt obligation is defined as one lasting less than 2 years.
2. The College, by and through the President, enter into Short Term debt obligations, without pre-approval of the Board of Directors, consistent with the signature authorities established in #213 *Signature Authorities*.
3. The President will report to the Board of Trustees any new short-term debt obligation entered into at the next regular meeting of the Board of Trustees.

E. Long Term Debt:

1. Long Term Debt obligation is defined as lasting longer than 2 years.
2. The Board of Trustees shall approve all Long Term Debt obligations.

F. All Institutional Debt payments due shall be recorded in the appropriate institutional budget and facilitated by the Finance Director.

G. The President shall include a Report of Debt, as requested, in the regular financial reports provided to the Board of Trustees at their regular meetings.

Reviewed by the Finance Committee – July 26, 2011

Reviewed and approved by the Admin Team – August 3, 2011

Approved by the Board of Trustees – 10/19/11

#505 – Interest Income

505 Interest Income

Interest Income is generated by investment of NWIC financial resources, as governed by #317 *Cash Concentration and Investment Policy and #445 Authorized Investments.*

Reviewed and approved by the Admin Team – 8/03/11

Approved by the Board of Trustees – 10/11/11

930 (NEW) Cultural Honorariums

930 Cultural Honorariums

A. Purpose:

The purpose and intent of this policy is to establish a reasonable and respectful means of honoring individuals who are invited to speak and/or participate in cultural activities.

B. Policy:

1. This policy outlines:
 - a. What services are eligible for cultural honorariums
 - b. What documentation is required for payment of cultural honorariums

C. Honorariums

1. Cultural honorariums are the culturally accepted form of acknowledging a gift of time and/or knowledge for culturally centered "services."
2. Cultural honorariums typically consist of a token payment (gift or cash)
 - a. Arrangements for travel for an "honoree" coming from another community can be provided as a courtesy, but are not considered a part of the cultural honorariums.
3. Cultural honorariums paid to a group (drum, singing, family) are typically paid to the head of that group and he/she is responsible for distributing it to the members.

D. Documentation for Cultural Honorariums

1. Documentation for payment of cultural honorariums is typically done by a staff member on behalf of the Honoree so unnecessary burden for the provision of the cultural service is kept to a minimum.
2. Payment of a cultural honorarium totaling over \$600 (or the current threshold for notification to the IRS via submission of 1099- <http://www.irs.gov/instructions/i1099msc/ar02.html#d0e624>) shall follow the same process as submitting payments for Personal Service Contracts.
3. Payments for cultural honorariums totaling less than \$600 must use the process for submitting payments for Personal Service Contracts but may be submitted without signature of cultural honorariums recipient, **provided** the amount of the contract does not bring total paid to the recipient to over \$600 for the calendar year (as confirmed by the Business Office).
4. All cultural honorariums payments shall be documented by a receipt signed by the recipient.

E. Providing Travel Arrangements

1. Travel Arrangements made within this section are the responsibility of the departmental manager or his/her designee.
 - a. The preferred method of providing Travel Arrangements for individuals within this section is to use NWIC Purchase Orders for airline and hotel accommodations.
 - b. Reimbursement for travel expenses can be made, if necessary, with an itemized receipt.

930 (NEW) Cultural Honorariums

Reviewed by the Finance committee – 11/29/10

Reviewed by the Admin Team – 12/15/10

Approved by the Board of Trustees – 10/19/11

1015 Procurement Bid Thresholds

1015 – Procurement Bid Thresholds

Purpose:

This Policy is established to ensure the college's procurement is fair, maximizes resources and is efficient.

To ensure the purpose of this policy is met, the following bid thresholds are established:

A. Small Purchases

Small purchases are defined as under \$25,000

1. Small purchases do not require a bid/competitive process.
2. Small purchases where it is prudent to "shop the competition" may defer to 1031 Price Analysis and Cost Analysis and 1033 Price Analysis.
3. A competitive bid process for small purchases may be used at the discretion of the Project Manager, in consultation with the Purchasing Officer
4. All construction/Renovation projects are subject to Indian Preference consideration, in compliance with the relevant tribal TERO Ordinance.

B. Non Competitive Procurement

Non-competitive procurement shall apply to purchases over \$25,000 and less than \$100,000.

1. Purchases over \$25,000 and less than \$100,000 shall defer to 1031 Price Analysis and Cost Analysis and 1033 Price Analysis.

C. Competitive Procurement

Competitive Procurement is generally required for purchases over \$100,000.

1. Competitive Procurement can be accomplished by using either a Sealed Bid process or by acquiring three written bids.
2. Construction/Renovation projects over \$250,000 must use a Sealed Bid Competitive Procurement process
3. The Competitive Procurement process should be used, in consultation with the Purchasing Officer, when it is advantageous to the project.

D. Exceptions to Competitive Procurement

Exceptions to the Competitive Procurement policy are generally referred to as Single Source purchases.

1. Single Source purchases are allowed when:

- a. The service/item is available from only one source;
- b. When acquisition of the item/service is an immediate need/emergent and the delay of the acquisition that will enable the Competitive process is unreasonable;

1015 Procurement Bid Thresholds

- c. After solicitation of a number of sources, competition is determined inadequate.
 - d. Compliance with the relevant tribal TERO Ordinance indicates competition would cause unnecessary delay.
 - e. When the college has experience with the vendor as an, experienced, Native-owned business of good repute and determines that it would be a benefit to the college and its work to engage them.
- E. Grant/Funding source stipulations that are required and more restrictive supersede this policy

Reviewed by the Finance Committee – May 23, 2012

Reviewed by the Administrative Team – May 30, 2011

Approved by the Board of Trustees – July 25, 2012

11.00 DEBT

11.10 Policies

Board approval is required for incurring any debt of (Client X) other than operating trade payables and budgeted payroll payables. The Executive Director will be authorized to negotiate such debt as needed by the Board of Directors.

Any loan covenants and restrictions will be reported to the Board when the debt is authorized. The Accountant will periodically review these covenants and report to the Executive Director if there are any violations or potential violations of the covenants.

11.20 Procedures

The Executive Director and Board President or Treasurer will sign any debt agreements after receiving full Board approval.

The Accountant will reconcile the general ledger debt balances to statements or amortization schedules each month. In addition, accrued interest will be recorded in the general ledger as needed.

308 Bereavement Leave

Effective Date: 08/01/00

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- * Regular full-time employees
- * Regular part-time employees
- * Orientation employees

Bereavement pay is calculated based on the base rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use annual leave hours for additional time off as necessary.

L.I.B.C. defines "immediate family" as the employee's spouse, father, mother, child, sister, brother; the employee's spouse's mother, father, child, or brother or sister; the employee's child's spouse; the employee's grandparents or grandchildren; the employee's spouse's grandparents or grandchildren; and step children of employee or spouse, and the Head Cook for the services. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

Absence due to a funeral of any of the following relatives: aunt, uncle, niece, or nephew or if the employee is asked by the family to participate (i.e. family speaker, sitter, casket maker, cook, pallbearer, including honorary) in the funeral service, which result in leaving and missing all or part of the work day, shall be excused with pay. The employee may seek their immediate supervisor's approval for additional time off for the above purposes to be charged against the employee's annual, sick leave or leave without pay.

Employees desiring to attend the funeral of a person other than mentioned above, which requires leaving or missing part of the work day (four (4) hours or less) may request approval from their immediate supervisor for bereavement leave. The employee may seek their immediate supervisor for additional time off and charge it to the employee's sick leave or annual leave.

1100 CREDIT CARD POLICY

I. INTRODUCTION

- A. Issuance of a NWIC credit card requires authorization by the NWIC President.
- B. College credit cards are intended primarily for travel and entertainment consistent with, and relative to, the duties of the College credit card holder.
- C. All individual cardholders have the responsibility to keep accurate, complete cost records and to submit adequate documentation to the Business Office to support all charges made on the credit card.
- D. Cardholders are responsible for reviewing and coding the specific credit card charges prior to submission of the appropriate purchase requisition to the Business Office.
- E. It is the responsibility of the cardholder to ensure that the charges are reasonable and, whenever possible, conform to policies and procedures as outlined in the NWIC Financial Manual and Personnel Policies.
- F. The cardholder will be responsible for any charges that deviate from those defined below. These inappropriate charges may be deducted in full on the cardholder's next paycheck. Consistent failure to adhere to these policies will be reported to the cardholders' supervisor and may result in the revocation of the cardholder's credit card privileges.
- G. College credit cards are for business use only and therefore, no personal charges are allowed.
- H. No cash advances are allowed on College credit cards.

II. GUIDELINES REGARDING CREDIT CARD CHARGES

A. Travel

1. Transportation

- a) The College Credit card can be used for appropriate transportation expenses, including, but not limited to, car rental, taxi and public and other modes of transportation.
- b) Incidental transportation expenses, including the purchase of gasoline, should be submitted through a mileage and/or travel advance process whenever possible.

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- c) Purchase of companion or family airfares associated with an employee going on business travel is allowable with appropriate repayment by the employee to accompany the purchase (repayment made by payroll deduction to NWIC or personal check payable to the credit card company)

2. Lodging

- a) The College credit card may be used to facilitate approved travel.
- b) Any charge to the college for failure to notify the hotel of cancellation may be the responsibility of the cardholder upon the final decision of the supervisor.

3. Meals

- a) The purchase of meals will, whenever possible, be consistent with the travel advance policy. In the event a cardholder needs to purchase meals with the College credit card while on official travel status, the cardholder will attach the approved travel advance form to the purchase requisition.
- b) No alcohol may be charged on college credit cards

4. Communications

- a) While on travel for College business, costs for telephone, fax, copying and express mail, and postage are allowed.
- b) All long distance calls shall be logged as to date/time, party called, and purpose of the call. The log sheet must be returned with the purchase requisition to the Business Office.

5. Other

- a) Incidental costs, including, but not limited to, meeting room charges, conference registration, office expenses, and office supplies are allowable.

B. Incidental Costs

- 1. In the event that the cardholder is responsible for cultivation of donors or other college related entertainment, the cardholder must identify the purpose of the meal and individuals in "official" attendance.
 - a) As noted in Travel section above, no alcohol may be charged on college credit cards.
- 2. All other College credit card purchases shall be governed by the "reasonable person" philosophy.

III. ACCOUNTING PROCEDURES

Upon receipt of the monthly credit card billing statement, the cardholder will review the statement to ensure that all charges are correct and agree to the various receipts obtained by the cardholder. The cardholder shall submit the bill to the Business Office at least five days prior to the bill's due date in order to allow for timely payment of the bill.

Approved November 7, 2007