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**AUDIT AND INVENTORY CONTROL**

The Board of Trustees shall appoint an auditor(s) to audit all fiscal affairs of the college annually and shall make provisions in the budget to meet the audit expenses incurred for such audit(s). The auditor(s) shall submit audit report(s) to the Board of Trustees for consideration, approval, and follow-up action. The President of the college shall develop procedures and mechanisms for continuing inventory control of all properties of the college and shall appoint an officer of the administration to monitor and keep records of such inventories.



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**AUTHORIZATION TO PURCHASE (BIDDING POLICY)**

Expenditures of more than twenty thousand dollars (\$20,000.00) for construction, reconstruction, or remodeling or for the purchase of materials, goods or wares must be approved by the Board of Trustees. The President is authorized to approve the expenditure of twenty thousand dollars (\$20,000.00) or less for construction, reconstruction or remodeling or for the purchase of materials, goods or wares on behalf of the Board of Trustees and to execute contracts for same. The Board of Trustees shall receive reports on any purchases and contracts at the next regular meeting of the Board of Trustees. Reasonable administrative purchasing guidelines which involve comparison of product and service costs, availability, and administrative verification of the most responsible purchasing decisions applicable to each situation shall be followed. Bids may be requested for expenditures under twenty thousand dollars (\$20,000.00) when such bids might be to the economic benefit of the college.

Any expenditure involving an amount of more than twenty thousand dollars (\$20,000.00) for construction, reconstruction, or remodeling, or for the purchase of materials, goods, or wares shall require sealed proposals. *[Revised December, 2006]*

Whenever the Board of Trustees of the college lets bids for construction, reconstruction, remodeling or the purchase of materials, goods or wares, and bids are submitted by bidders domiciled within Thomas County and by bidders domiciled outside Thomas County, and the low bid is submitted by a bidder domiciled outside Thomas County, the Thomas County domiciliary which submitted the lowest bid may be deemed the preferred bidder and awarded the bid if:

- a. the quality, suitability, and usability of the construction, reconstruction, remodeling, materials, goods or wares are equal; and
- b. the amount of the bid of the Thomas County domiciliary is not more than three percent (3%) greater than the amount of the low bid; and
- c. the Thomas County domiciliary agrees to meet the low bid by filing a written agreement to that effect within 72 hours after receiving notification of being deemed the preferred bidder.

For the purpose of this paragraph, "Thomas County domiciliary" is defined as:

- a. a bidder whose principal place of business is located in Thomas County, or
- b. a bidder who does business in Thomas County and who has a sales representative whose residence is in Thomas County.

In cases where normal service agreements have been established and the board determines it is in the best interest of the college for the service agreement to be continued or renewed, agreements may be regularly extended or renewed, unless investigation provides evidence that agreements with alternate or new vendors would be more efficient or cost effective for the college.

The board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college and provide a performance or public works bond as required by law or the Board of Trustees.

Information on bids awarded shall be maintained in the college business office and shall be available for review upon request.



When bidding procedure is used, an invitation to bid shall be sent to at least three (3) vendors when possible. An invitation to bid will be mailed to any merchant or business who indicates an interest in bidding. All invitations for bids shall include, but not be limited to: (a) the item requested, along with specifications; (b) the date by which the bid is to be received; (c) the time and place the bids will be opened if a sealed bid is requested. Normally, bids will be opened no less than two (2) working days before being presented to the Board of Trustees for action.

Where no known competition exists among vendors for a particular product or service, the President or his designee may recommend that the Board of Trustees approve a purchase or award a contract to a vendor known to be capable of providing the service or product to the college.

The final responsibility for all purchases rests with the President or his designee. This policy does not apply to educational materials directly related to curriculum and secured by copyright. The Board of Trustees reserves the right to suspend the formal bid procedure in the event of a disaster, emergency, or if the board otherwise determines it is in the best interest of the college.



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**AUTHORIZATION TO SIGN CONTRACTS AND AGREEMENTS**

Except for the expenditure of twenty thousand dollars (\$20,000) or less for construction, reconstruction or remodeling, or for the purchase of materials, goods, or wares, the Board of Trustees shall approve any and all contracts at a regular meeting or at a special meeting called for such purpose. Once approved by the Board of Trustees, the President is authorized to sign any and all contracts for and on behalf of the Board of Trustees except as otherwise required by law or as otherwise specified by the Board of Trustees. *[Revised December, 2006]*

The President may sign renewals of agreements and memorandums of understanding provided that (1) the documents have not fundamentally changed since prior approval by Board of Trustees, and (2) all documents are subsequently shared with the Board of Trustees at the regularly scheduled monthly meetings. All new agreements and memorandums of understanding will have the consent of the Board of Trustees prior to any formal approval on behalf of the college. *[Added November, 2011]*



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## **BUDGET**

The college budget shall be prepared by the President in cooperation with selected college employees and shall reflect the college's educational goals.

The President shall follow the adopted budget.

The college shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

Budget Forms. Budget forms used shall be those prepared and recommended by the Kansas State Board of Regents. Budget summary documents shall be prepared on forms provided by the Kansas State Board of Regents.

Priorities. The board will establish priorities for the college on a short-term, intermediate and long-range basis.

Deadlines and Schedules. Deadlines and time schedules shall be established by the board.

Encumbrances. An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the President.

Recommendations. Recommendations of the President and professional staff concerning the college's educational program and related budget figures will be presented to the board prior to submission of the tentative draft budget. All President and staff recommendations will be presented to the board no later than the regular board meeting in July.

Preliminary Adoption Procedures. A preliminary draft of the college's budget will be submitted by the President to the board on or before August of each year.

Hearings and Reviews. The board shall conduct budget hearings according to state law.

Management of College Assets/Accounts. The President shall establish and maintain accurate, efficient financial management systems to meet the college's fiscal obligations, produce useful information for financial reports, and safeguard college resources. The President shall ensure the college's accounting system provides ongoing internal controls. The President shall review the accounting system with the board.

Fraud Prevention and Investigation. All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the college shall act with integrity and due diligence in duties involving the college's fiscal resources. The President shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity. Each member of the management team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her area of responsibility.

Reporting Fraud. An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the President. The President shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.



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## **CASH MANAGEMENT POLICY**

Cash Management Defined: Information derived from 78590, Federal Register, Vol. 78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations

The Cash Management Improvement Act of 1990 (CMIA) is the overriding public law for cash management. It was enacted by Public Law 101-453, 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 205. In addition, the Education Department General Administrative Regulations (EDGAR) defines the CFR specific to administering the U.S. Department of Education's grants in 34 CFR, Part 74 and Part 80.

The Department of Education's grant and cooperative agreement recipients are responsible with the administration of federal funds. Colby Community College is also responsible for ensuring that sub recipients are aware of cash management policies.

Colby Community College must monitor its cash drawdowns **and** their sub recipients to assure substantial compliance to the standards of timing and the amount of advances. Additionally, when considered necessary and feasible by the Federal agency, Colby Community College may be required to report the amount of cash advances in excess of three's days needs in their hands and of their sub recipients and to provide short narrative explanations of actions taken by the college to reduce the excess balances.

Colby Community College is required to minimize the amount of time between the drawdown and the use of the funds from its bank accounts. (See EDGAR §74.21-22 and §80.20-21). Funds must be drawn only to meet the college's immediate cash needs for each individual grant. Written supporting documentation is mandatory to identify the disbursement of funds drawn down. Documentation will include salary or vendor payment detail supporting the need for federal funds. Each time the G5 system is used to draw down a payment, a box is checked certifying the college is adhering to cash management requirements and the funds will be spent within 3 days. The G5 screen displays the following message: *I certify, by processing this payment request and/or reallocation, that the funds are being expended within three business days of receipt for the purpose and condition of the agreement.*

Payments:

**Advance Payment (preferred):**

- Limited to the minimum amounts needed to meet immediate cash needs.
- Timing and amount of payment must be as close feasible to the actual disbursements.
- Advances must be maintained in an insured account.
- The College must use existing resources before requesting an advance; this can be derived from net income generated by the program, any refunds, rebates, or interest earned.

**Reimbursement:**

- Pass through must make payment within 30 calendar days after receipt of the billing.

**Working Capital Advance:**

- The pass through determines that the nonfederal entity lacks sufficient working capital. It allows the advance payment to cover the estimated disbursement needs for an initial period.
- The College must use existing resources before requesting an advance; this can be derived from net income generated by the program, any refunds, rebates, or interest earned.



**Cash management control of federal funds includes:**

- Accounts must be interest bearing unless the aggregate federal awards are under \$120,000 and the account is not expected to earn in excess of \$500 per year and the bank requires a minimum balance so high that such an account is not feasible.
- Interest amounts up to \$500 may be retained by the non-federal entity for administrative purposes. The College subject to EDGAR 34 CFR Part 74 may keep up to \$500/year of interest earned on excess Federal Fund advances to cover administrative costs. All other amounts must be returned to the Department of Health and Human Services.
- Any federal funds used for other than the specified purpose for which it was given will be deemed unallowable expenditure and these funds (including any earned interest) must be returned to the Department of Education.

**Procedure for Payment of Federal Funds:**

1. Grant Director/Administrator will notify the Controller of the financial needs of its grant regarding the drawdown of funds. (Usually this is based on the reimbursement method).
2. Documentation regarding salaries, overhead, vendor payments, etc. will be given to the Controller in written format or a request made of the Controller to obtain financial information from the General Ledger to support the funding request. The Grant Director/Administrator will review the grant's projected cash requirements before each drawdown. The funding request must adhere to the funding agency's regulations.
3. After the Controller and the Grant Director/administrators agree to the amount to be draw down, the Controller will process the request through the grant's corresponding website for payment requests.
4. Once the request has been made and electronic notification sent to the Controller, the Grant Director/Administrator will be notified of the completion of the activity.
5. It is the Grant Director/Administrators responsibility to monitor their budgets for accurate determination of funds. The Controller will maintain a spreadsheet identifying drawdowns for audit purposes. [Added May, 2015]



### **COLLEGE OWNERSHIP AND USE**

Any equipment, material and personal property purchased with college funds are the sole property of the college. Any such item is to be used only by college employees in carrying out their duties and responsibilities at the college. Items may not be used by any college employee for personal profit or benefit or loaned to or used by a non-employee of the college without the specific consent of the supervising vice president or the college president.



**COLLEGE SEAL**

Institutional documents which require the college seal may be presented at the Registrar's Office. The seal will be affixed at no charge.



**COMPETING BUSINESS INTERESTS**

The college shall not compete with local businessmen except in instances when such activities are a part of the normal college business.



**CREDIT CARD USAGE**

Colby Community College from time to time provides credit cards to employees for approved college use only. Credit cards should not be used for personal expenses incurred outside of the scope of an individual's employment at the college. In rare instances when a college card is used for personal expenses, an employee should as soon as possible report the incident to the Business Office, including the circumstances and rationale, and any charges incurred must be reimbursed within ten (10) working days. The Business Office will make the President aware of reported instances of personal use of a college credit card by an employee. Failure to abide by this policy may result in disciplinary action, including possible termination from the college. All credit card expenditures must be accompanied by a detailed receipt. Failure to provide receipts may result in the employee being responsible for the expenditure. *[Revised April 22, 2014]*



**EXPENDITURES AND FISCAL CONTROL**

Authorization of Expenditures. The President of the college shall establish procedures for authorization of all expenditures from all funds of the college and shall delegate the powers of authorization to such officers of the administration as he/she sees fit.

The President shall have the power to overrule part or all of any requisition for expenditures from any fund of the college.

Monitoring of Income and Expenditures. The Vice President of Business Affairs shall monitor all income and expenditures for all funds of the college, shall prepare and implement adequate fiscal control procedures, and shall prepare monthly reports on the status of all funds of the college for scrutiny and approval by the Board of Trustees.



**FACSIMILE SIGNATURES**

The Board of Trustees will approve use of facsimile signatures for the Board of Trustees.

Two (2) facsimile signatures are acceptable on all checks drawn from the tax-supported funds and student union dorm funds to be preferably interchanged by the chairperson or secretary of the Board of Trustees.



**FEDERAL FUNDING**

For the application of federal funding and the receipt thereof, Colby Community College and the Board of Trustees will authorize an indirect cost rate consistent with federal guidelines. *[Revised April 22, 2014]*



**GIFT ACKNOWLEDGEMENT**

Acknowledgment. Whoever receives gifts of consideration, whether it is equipment, materials, or money for a special purpose, must notify the President's office of the gift. The President's office will acknowledge receipt of the gift. A list of contributors should be placed in the *Colby Free Press* twice a year, January and July. *[Revised April 22, 2014]*

Honor Boards: The College will maintain updated boards which acknowledge these individuals, companies, trusts, and foundations who have contributed to the institution. Names will be engraved annually in July on the plaques. The boards will be purchased through donation, not general college funds. Separate acknowledgement shall be given to donations given toward scholarships, current needs or capital outlay. The College shall also maintain an updated lifetime contribution board for those who have given a minimum of \$100,000 to Colby Community College. *[Added April 22, 2014]*

Naming of Facilities. Colby Community College may recognize donors of large monetary gifts or those who clearly have provided exceptional service to the institution by naming specific facilities for them. Facilities may be named for a donor if one of the following conditions is met:

- A. An individual, family, business, corporation, and/or other charitable entity has given at least \$1,000,000. *[Revised July, 2005]*
- B. An individual has (a) served a minimum of 15 years at CCC; (b) been recognized as outstanding by the public, students, faculty, and administration; and (c) is supported by the Board of Trustees.



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**GRANTS AND OTHER OUTSIDE FINANCIAL RESOURCES**

The board encourages the President to secure federal, state and private grants, or other alternative funding sources for use in curriculum development, staff development, instructional or activity programs and other areas as directed by the board. The President will inform the board regarding grant activities and funding. *[Revised April 22, 2014]*



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**INVESTMENT OF FUNDS**

The investment of college monies shall be the responsibility of the President, Vice President of Business Affairs and/or the college treasurer. Any monies not immediately required for the purposes for which the monies were collected or received, shall be invested as provided by current statute.

Posting Securities. All investments of college monies shall be secured by F.D.I.C. coverage, a pledge of direct federal obligations or direct guaranteed federal agency deposits in accordance with requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and approval of the board.

All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.

Investment of funds shall be in the main or branch office of an eligible bank, savings and loan association or savings bank located in the county or counties in which all or part of the college is located. If such main or branch office of an eligible bank, savings and loan association or savings bank cannot or will not provide an acceptable bid, the funds can be invested in a main or branch office of an eligible bank, savings and loan association or savings bank located in an adjoining county to the county in which all or a part of the college is located.

Any bank, savings and loan association or savings bank that qualifies as a depository of college funds shall be given an opportunity to bid on all monies offered for investment. All bids shall be specified on the basis of simple interest.

Distribution of Monies for Investment. The treasurer or other person designated by the board shall inform each eligible bank and savings and loan association of the total amount of money to be invested on a specified date and the maturity date of the investment. Each bank or savings and loan association bidding shall submit a single bid of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the highest bidder in such amount as the bidder will accept, and any remaining amounts shall be invested with the next highest bidders in order of interest rate offered. No bidder shall be eligible to receive any funds in the same offering at the rate lower than its single bid.

No bid less than the most recently determined investment rate as determined by the state treasurer shall be accepted. No funds will be invested for maturities of more than two years.

Any monies not otherwise invested in eligible banks and savings and loans located in the college due to their inability, for whatever reason, to accept the funds, shall be invested in secured deposits in banks or savings and loans which have offices located in counties in which a part of the college is located or in adjoining counties.

Any monies not invested in banks and savings and loans in the college or located in counties in which a part of the college is located may be invested in the municipal investment pool fund or United States Treasury bills or notes as authorized by Kansas law.



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Monies available for reinvestment as a result of maturities may be reinvested with the bank or association holding such monies provided the bank or savings and loan association agrees to pay the same or higher rate as that offered by the highest bidder at the time of re-offer.

In the event of identical high bids, the allocation of monies to be invested between the high bidders shall be at the discretion of the President.

The treasurer shall record the following information: The date of each offering; the name of each bank or savings and loan association notified; the name of the officer notified, the bid, carried to five decimal places (.11111); the amount of monies the bank or savings and loan association is willing to accept at the rate bid.

To be eligible to receive invested funds or deposits from the college, any otherwise eligible bank or savings and loan association shall have on file in the office of the Vice President of Business Affairs a letter requesting its inclusion in the bidding process and providing proper assurance of compliance with requirements of applicable laws and board policy relating to maintenance of proper security and assurance of its membership in good standing consistent with current federal regulations. The President shall report quarterly to the board on the college's investments.



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## **REFUND POLICY**

The College may refund a portion of tuition, fees, and institutional room and board to students who withdraw from school during the term in which they are enrolled. Students must complete the Official Withdrawal form in order to receive a refund of money paid to the college from personal sources. If all or parts of educational costs are paid by Federal Title IV Student Aid funds, a return of funds will be made to the federal sources according to the *Return of Title IV Funds Policy*, whether the withdrawal is official or not. The Official Withdrawal form must be returned to the Registrar within two weeks of the date the form is initiated to receive a refund of personal monies.

This Policy does not apply to EduKan online courses. See the EduKan home page for EduKan policies.

Students may be eligible for refund upon filing a complete Change of Schedule Form in the Registrar's Office within the refund periods outlined below. Online change of schedule or a paper form **MUST** be submitted to the Registrar's Office for refund. Non-attendance of class does not warrant an official drop, and the student will be financially responsible for the classes.

If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of the date. If a student withdraws from a class after the refund period and simultaneously adds a class, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class. Exceptions are made for change of section and/or level changes, at the discretion of the Registrar and Student Accounts Offices.

### **Definitions**

**Official Withdrawal:** A written notification to the Registrar of total and complete withdrawal from all classes. The Official Withdrawal form must be completed with signatures from each person involved and presented to the Registrar's Office.

**Change of Schedule:** A written notification to the Registrar of an addition ("ADD") or withdrawal ("DROP") from a class or classes. The Change of Schedule form must be completed with signatures of instructors and advisor and presented to the Registrar's Office.

**Unofficial Withdrawal:** A cessation of attendance to a class or classes without written notification to the Registrar. The student forfeits any refund of personal funds which might be due.

**Books as Institutional Charges:** Books charged against Federal Title IV funds are considered part of institutional charges. Books purchased without such records, whether from the college bookstore or other sources, such as the on-line book stores, are excluded from institutional costs.

### **Regular Enrollment: Official Withdrawal**

<b>100% Refunds</b>	No refund of tuition and /or fees is given after stated date and the student is responsible for the total tuition and fees incurred.
<b>9-16 Week Classes</b>	100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 5 <sup>th</sup> business day of the semester.
<b>5-8 Week Classes</b>	100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 5 <sup>th</sup> business day of the semester.



**2-4 Week Classes** 100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 5<sup>th</sup> business day of the semester.

**Classes less than two weeks (including weekend classes and seminars)**

100% of tuition and fees will be refunded for withdrawal prior to the start of the class.

**Late Fall Courses** 100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 3<sup>rd</sup> business day.

**EduKan Classes** Please refer to [www.cedukan.org](http://www.cedukan.org) for deadlines.

**INSTITUTIONAL ROOM AND BOARD CHARGES WILL BE CALCULATED ACCORDING TO THE TERMS OF THE DORM CONTRACT.**

**Federal Title IV student aid funds will be returned according to the “Return of Title IV Aid Funds Policy” established by the *Higher Education Reconciliation Act of 2005*.**

**THE COLLEGE REFUND POLICY AND THE FEDERAL RETURN OF TITLE IV FUNDS POLICY ARE INDEPENDENT OF EACH OTHER. THE RETURN OF TITLE IV FUNDS MAY RESULT IN COLLEGE COSTS NOT PAID AND DUE FROM THE STUDENT. TRANSCRIPTS AND/OR GRADE REPORTS WILL NOT BE ISSUED TO STUDENTS FOR WHOM COLLEGE COSTS ARE NOT PAID.**

**FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The *Higher Education Reconciliation Act of 2005* established a “Return of Title IV Funds Policy” to replace pro-rata and refund/repayment policies established by earlier amendments. This policy requires **both schools and students** to return to the federal fund amounts (Pell Grants, loans, etc.) that are not **earned**. The amount **earned** is defined as the percentage of the federal aid applied or disbursed which corresponds to the percentage of the school term completed, (as calculated using calendar days), at the time a student withdraws from school. At the 60 percent completion point of each term, the full amount of the aid is considered to have been earned, and no return of funds is required for withdrawal beyond that point. (Students who have received federal student aid and who withdraw without completing classes **can lose eligibility** for future aid because of failure to make satisfactory academic progress, **regardless of the point at which they withdraw**.)

**Students who receive federal student aid and withdraw before 60 percent of a term has been completed will, under the new policy, be required to return a portion of any type of federal aid they have received, other than Federal Work Study wages!** Money which was provided as a Stafford Loan, Perkins Loan, or PLUS Loan will be repaid by the borrower in the regular loan repayment process. Money which was received from Pell or FSEOG grants **must be returned within 45 calendar days after withdrawal**, or an acceptable repayment plan must be established with the *Department of Education Debt Collection Service*. If funds have not been returned at the end of 45 days, eligibility for all federal student aid at all institutions will be forfeited. **Colby Community College will not return Pell or FSEOG funds for students beyond the 45-day period. Return of funds must be made to the *Department of Education Debt Collection Service* from that time until the overpayment is cleared.**



According to Department of Education regulations, if a student, who began attendance and has not officially withdrawn, fails to earn a passing grade in at least one course offered over an entire period, Colby Community College must assume that the student has unofficially withdrawn, unless documentation that the student completed the period is provided. In the event documentation cannot be provided, the withdrawal date is the mid-point of the payment period or period of enrollment.

The portion of Title IV funds to be returned will be calculated by the Financial Aid Office at the time of official withdrawal, or at the time the Registrar and Financial Aid Office become aware a student has withdrawn without written notification. Students who withdraw officially will receive a written notification of funds to be returned by the college and by the student.  
*[Revised March, 2016]*



**RENTAL OF FACILITIES**

Since the college is tax-supported, the facilities are generally made available to the public. Groups may be assessed fees. Fees for use of college facilities have been established by the administration. For-profit groups may be denied if the President and/or Board of Trustees determine their practices are not in keeping with the purpose of the College or extraordinary expenses or risks are incurred by the College.

Rental/use of the swimming pool, student union, Living Centers and Northwest Kansas Cultural Arts Center, (all of which were constructed with non-tax dollars), may be denied by the college. *[Revised April 22, 2014]*



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**RETURN CHECK POLICY**

The return of a check issued to Colby Community College will result in a \$30.00 returned check fee for each returned check being placed on the account of the student on whose behalf the check was presented. Persons who submit checks to the college for payment that are subsequently returned for insufficient funds, stopped payment, or the inability to locate could have their semester classes voiced. A student whose check is returned for tuition will be dropped from their class.

All returned checks are processed by the bank twice before deemed insufficient. When a check is returned by the bank, the Controller will contact the department or individual who accepted the check. That business unit or person will notify the student or individual first by telephone. If there is not reply within 24 hours, a registered letter will be sent to the person as notification of insufficient funds. If no action has resulted in 7 business days, the check will be turned over to collections. If the returned check was written by a student or on behalf of a student, that student's account will be placed on hold until payment is made for the check as well as the returned check fee.

A person will be allowed two returned checks after which payment by check will not be accepted. Returned checks must be paid by cash, money order, cashier's check or credit or debit card. The Controller will notify the appropriate campus personnel in written got not accept checks from students who have violated this policy. *[Added May, 2015]*



**SALE OF LIVESTOCK**

Livestock may be sold on behalf of the college after presenting an intent to sell statement to the supervising Vice President or President for approval.

The first preference of sale should occur at a public auction. In the event an animal is advertised because of special circumstances, a bid process could be offered to potential buyers.

In the event of the CCC staff being approached by a potential buyer, private treaty could occur upon verification of fair market value. The college discourages private treaty transactions. *[Revised September, 2003]*



**SALES AND ADVERTISING ON CAMPUS**

The college will not endorse salesmen, firms or corporations who engage in or to solicit business on campus. Any business or sales conducted on the Colby Community College campuses must be approved by the President or designee and must be appropriate and beneficial to the students, employees and community. In addition, all forms of advertising must have approval from the President or designee. This includes posting or otherwise displaying on college property, any sign, poster, or handbill which advertises or otherwise calls attention to any product, service, or activity. *[Revised April 22, 2014]*



**SURPLUS PROPERTY**

The Board of Trustees may, by motion or resolution adopted from time to time, identify surplus property and authorize the sale or disposition of the property on those terms that the Board of Trustees considers to be in the best interest of Colby Community College. All logos/insignia of any sort must be removed by Colby Community College before disposing of any and all property. The Board of Trustees considers the most appropriate methods of disposition of surplus property to include public auction, public solicitation or written bids, or a Colby Community College garage sale. [*Revised January, 2010*]



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## **TRAVEL EXPENSES**

### **TRAVEL POLICY**

#### **INTRODUCTION**

This section provides information relating to employee travel.

#### **APPLICABLE TRAVEL LAW**

The following Kansas Statutes Annotated (K.S.A.) and Kansas Administration Regulations (K.A.R.) are applicable to reimbursement of travel expenses:

K.S.A. 8-301 Publicly Owned Motor Vehicles

K.S.A. 75-3072 Authorized Uses of Agency Imprest Funds

K.S.A. 75-3201 et seq. Compensation and Allowances of Public Officers and Employees

K.S.A. 75-4601 et seq. State Vehicles

K.A.R. 1-16-1 et seq. Travel Reimbursement

K.A.R. 1-17-1 et seq. Use of State-Owned or Operated Motor Vehicles on Official College Business

K.A.R. 1-18-1a Maximum Allowance for Use of a Privately Owned Conveyance for Public Purposes

#### **DEFINITIONS AND DESCRIPTIONS OF RELEVANT TRAVEL TERMS**

The following definitions and descriptions are relevant travel terms derived from state laws, regulations, and policy statements.

**Domicile:** The place an employee adopts as the employee's place of habitation and has the intention of returning to when absent

**Employee:** A person employed by CCC and required to travel on official college business.

**High-Cost Geographic Area:** An out-of-state city, town, or area, where subsistence expenses incurred are reimbursed at higher rates than normal rates due to higher subsistence costs associated with the city, town, or area. (Reference: K.A.R. 1-16-18a)

**In-State Travel:** Travel within the borders of the State of Kansas.

**Out-of-State:** Travel to the other forty-nine states and the District of Colombia.

**International Travel:** Travel outside the fifty states and the District of Colombia.

**Lodging Establishment:** An establishment in the business of providing lodging to the general public.

**Privately Owned or Operated Conveyances:** Motor vehicles or other privately owned conveyances including, but not limited to, automobiles (passenger cars, station wagons, trucks, vans, etc.), motorcycles, and other similarly privately conveyances.

**Subsistence Expense:** All charges for meals and lodging.

#### **TRAVEL AUTHORIZATION**

All in-state or out-of-state travel by employees should be authorized prior to travel. Colby Community College (CCC) will reimburse reasonable and ordinary travel expenses deemed necessary by the Administration for the conduct, support and activities of the college mission. Funds will not be used to support activities or positions that are not aligned to the policy or mission or that are considered by the Department Head/VP, President or Vice President of Business Affairs as not being in the best interests of the college or within the scope of reasonableness. Reimbursement requests must be presented on the Travel Expense Reimbursement Request form. Detailed written receipts from the vendor must be submitted for all travel expenditures. Any electronic travel assistant documentation is allowable for driving documentation along with travel receipts.



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### **SAFE OPERATION OF COLLEGE-OWNED OR OPERATED VEHICLES BY EMPLOYEES**

Employees operating a privately owned or college-owned or leased conveyance are responsible for operating the vehicle in a safe and prudent manner and in accordance with all applicable federal, state, and local traffic laws. Fines assessed for traffic citations or other violations of applicable traffic law are the responsibility of the employee and are not reimbursable.

### **ACCIDENT REPORTING REQUIREMENTS**

If an accident occurs involving a privately owned or college-owned or leased motor vehicle being used for official college business report to Human Resources.

### **BREAKDOWN REPORTING REQUIREMENTS**

If a breakdown occurs involving any college-owned motor vehicle being used for official college business refer to proper contact information found with vehicles.

### **TRANSPORTATION EXPENSE**

#### **Reimbursable Transportation Expenses**

The college discourages the use of privately owned conveyances on official college business whenever possible. Employees may be reimbursed for transportation expenses incurred for authorized travel by privately owned or operated conveyances, (commercial air flights, trains, buses, etc.), and, in some cases, rental. Local transportation expenses such as city bus and taxicab fares are considered miscellaneous expenses and are discussed in the Miscellaneous Expenses section.

#### **Non-Reimbursable Transportation Expenses**

Transportation expenses incurred by employees are not reimbursable in the following situations:

- A. Additional transportation expenses incurred as a result of an employee residing in a city or town outside the employee's official station or otherwise incurred because of an employee's choice of residence are not reimbursable.
- B. Transportation expenses incurred commuting between an employee's official station and domicile are not reimbursable.

### **Air Travel**

**(A) Procedure:** Travelers are encouraged to book flights at least 14-30 days in advance to avoid premium airfare pricing. Travelers are encouraged to purchase tickets on Tuesdays for best pricing. This will be monitored by the direct supervisor. Air travel booked using frequent flyer miles will not be reimbursed.

**(B) Class of Service:** All individuals traveling on CCC business must travel in coach class unless using a free upgrade, or purchase an upgrade personally.

**(C) Lowest Available Airfare:** The following criteria will be utilized to determine lowest available airfare:

- Travelers are encouraged to give consideration to one stop or connecting flights if savings of \$200 or more can be achieved and within reason of travel needs;
- Travelers may not specify a preferred carrier if a significantly lower cost fare is available.

**(D) Baggage Fees:** Baggage fees will be reimbursed for baggage that is appropriate for the purpose and length of the trip. Reimbursement for baggage that is personal in nature (e.g. golf clubs for a business trip) is not allowable.

**(E) Rebooking Fees:** Rebooking or change fees will be reimbursed for extenuating circumstances only.



- (F) Airport Travel and Lodging:** One day drive time will be allowed each way. Meals and lodging reimbursement will be limited to one day each way except during inclement weather or other extenuating circumstances.

### **Most Economical or Advantageous Mode of Transportation**

If the employee uses a personal vehicle in lieu of airline travel, the mileage reimbursement shall not exceed the entire cost of the air-travel option (e.g. total mileage reimbursement, airport parking, airfare, and rental car) and justified with appropriate documentation/rationale.

### **Mileage Reimbursement for Use of a Privately Owned or Operated Conveyance**

- (A) Mileage reimbursement rates.** Employees are authorized by privately owned or operated conveyance may be reimbursed for allowable miles traveled at a fixed rate. Privately owned or operated conveyances include automobiles (passenger cars, station wagons, trucks, vans, etc.), motorcycles, and other similar privately owned conveyances.

Mileage reimbursement is made at the current state rates.

These reimbursement rates are considered to cover all costs associated with the use of the privately owned conveyance. This includes, but is not limited to: gasoline, oil, tires, repairs, insurance (including uninsured losses, and insurance deductibles resulting from damage to the privately owned conveyance), license fees, depreciation costs, and expenses of any type.

- (B) Exceptions to the mileage reimbursement rates.** Exceptions to the above mileage reimbursement rates are as follows: When a mode of transportation is available and less costly than transportation by privately owned conveyance, mileage reimbursement is limited to the cost of the mode of transportation.
- (C) Calculation of mileage.** Travel by privately owned or operated conveyance is deemed to be by the usually traveled, most direct route.

### **Additional Reimbursable Expenses When Using a Privately Owned or Operated Conveyance**

The following expenses incurred as the result of using a privately owned or operated conveyance are also reimbursable:

- A. Parking fees when on an official trip.
- B. Tolls paid for toll roads and toll bridges.

### **Rental Car Expenses**

Use of a rental car while on college business requires prior approval from the Vice President of Business Affairs or the President in consultation with the department head. Cost and vehicle size will be reasonable for the intended purpose of the rental. College credit card must be used for car rentals so insurance is provided through the card.

### **REIMBURSABLE SUBSISTENCE EXPENSES**

Employees may be reimbursed for subsistence expense incurred when sleeping away from their domicile on official college business is required. The subsistence reimbursement consists of meal allowances and actual lodging expense incurred with prescribed limitations. The meal reimbursement is determined by a per-meal allowance rate for breakfast, lunch or dinner, as identified below.



**Meal Expense Reimbursement**

**Meal expense determination.** Employees may be reimbursed for meal expense while in travel status. The allowed meals are based on the time in which the employee is in travel status. Meal allowances on the day of the departure are reimbursed as follows:

<b>Time of departure</b>	<b>Meals allowed</b>
12:01 A.M. – 6:00 A.M.	breakfast, lunch, and dinner
6:01 A.M. – 12:00 Noon	lunch and dinner
12:01 P.M. – 6:00 P.M.	dinner
6:01 P.M. – 12:00 Midnight	no meals allowed
<b>Time of return</b>	<b>Meals allowed</b>
12:01 A.M. – 6:00 A.M.	no meals allowed
6:01 A.M. – 12:00 Noon	breakfast
12:01 P.M. – 6:00 P.M.	breakfast and lunch
6:01 P.M. – 12:00 Midnight	breakfast, lunch, and dinner

Unless a reduction is made for provided meals, employees are reimbursed for all three meals on days in which travel status between the departure and returning days. Meal allowances on the day in which the employee returns to the official station or domicile are reimbursed as follows:

	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
In-state/Out-of-State	\$9.00	\$12.00	\$25.00
High-cost	\$12.00	\$16.00	\$33.00
International	\$15.00	\$21.00	\$33.00

Employees may choose to accept a per diem in lieu of submitting receipts.

**Lodging Expense Reimbursement**

Reasonable and customary expenses will be reimbursed. Itemized receipts are required for reimbursement.

**Non-Reimbursable Subsistence Expenses**

Subsistence expenses incurred by employees are not reimbursable in the following situations:

- Subsistence expenses incurred as a result of an employee residing in a city or town outside the employee's official station or otherwise incurred because of an employee's choice of residence are not reimbursable.
- No subsistence expense may be reimbursed to the employee when the subsistence is furnished at no cost to the employee by any organization.

**MISCELLANEOUS EXPENSES**

**Reimbursable Miscellaneous Expenses**

Employees may be reimbursed for miscellaneous expenses incurred during travel such as local transportation fares, purchase of supplies, registration fees, and other similar miscellaneous expenses identified below. Receipts evidencing each miscellaneous expenditures should be submitted with the travel expense report, except no receipts are required for: local transportation charges, unattended parking meters, and unattended toll booths. *[Revised May, 2015]*



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**FLEET VEHICLE PRIORITY SCHEDULE**

Monday – Friday and Weekends

College Sedans

<b>Type of Function</b>	<b>Mileage</b>	<b>Priority</b>
Recruiting	40 miles and over	1
Academics	40 miles and over	2
Team Athletics	40 miles and over	3
Coaching	40 miles and over	4
Conferences & Professional Development	40 miles and over	5

If only one person is traveling, it is preferable to use a personal vehicle. If a college sedan is available as a second resort, that may be considered but if a reservation comes in before the date of individual travel, the individual traveler must defer to the group of 2 or more.

College Vans and Buses

<b>Type of Function</b>	<b>Mileage</b>	<b>Priority</b>
Team Athletics	40 miles and over	1
Recruiting	40 miles and over	2
Academics	40 miles and over	3
Coaching	40 miles and over	4
Conferences & Professional Development	40 miles and over	5

Other factors to consider in ensuring prioritization:

- 1) The date request was received by scheduler
- 2) Students are traveling with driver
- 3) Number of miles to travel

*[Added May, 2014]*



**TUITION AND FEES**

Tuition and fees as listed in the catalog are in effect for the current school year though they are subject to change by the Colby Community College Board of Trustees at the beginning of any new term.

A high school student may take a maximum of 24 concurrent credit hours at Colby Community College prior to graduating from high school. This credit hour limitation is stated in the Kansas regulations governing Kansas public post-secondary institutions. *[Revised April 22, 2014]*



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## **UNCOLLECTABLE DEBT WRITE-OFF POLICY**

The Accounts Receivable Department at Colby Community College (CCC) is comprised of two distinct areas:

- 1) *Student Receivables*-individuals who work toward collecting student tuition and fees.
- 2) *Third Party Receivables*-group acts as a collection agency on behalf of CCC.

### **Student Account Receivables Processes**

- 1) *Current*-receivables that are less than 90 days old or current payment plan in place – attempting to collect. After one entire semester of attempting to collect in house, the account will be transferred to collection agency and state of Kansas if it is determined that the debtor is a Kansas state resident.
- 2) *Allowance for Doubtful Accounts*-receivables that are greater than 90 days but less than 360 days. During this time frame, the student will be turned into a collections agency.
- 3) *Bad Debt*-receivables greater than 360 days, lacking complete payment – BOT Approval to Write Off.

The write-off process will occur twice a year. The debt will be written off on the following dates December 31 and June 30. Only accounts in the “Bad Debt” category will be included in the write-off process. Below is the detail regarding the write-off process for each receivable category:

### **Student Receivables:**

- A) *Bad Debt* – This entry will be to write-off any Bad Debt Accounts amount that has not been collected. There will be an entry to the student’s account to pay off the debt, with the description of “write-off” in the Student System. There will also be a business office hold service indicator placed on the student’s account to prevent registration until the college releases it.

### **Third Party Receivables:**

- A) *Bad Debt* – This entry will be to write-off any Bad Debt Accounts amount that has not been collected. There will be an entry to the student’s account to pay off the debt, with the description of “write-off” in the Student System. Additionally, there will be a corresponding entry to the third party account to pay off the debt, with the description of “write-off” in the Student System. Also, a business office hold service indicator placed on the student’s account to prevent registration until the college releases it.

\*A report of debt to be written off will be provided to the Colby Community College of Trustees before it has been formally written off.



**USE OF COLLEGE EQUIPMENT**

Under federal statute (R. R. 403.32 (a) (13), TRIO-SSS, Title III and EDGAR (74.140) any equipment, including software purchased with federal monies used to assist in the publication of materials and/or software, must not be used for direct financial benefit. Any equipment and/or software purchased under the above-mentioned guidelines must be used for its intended purpose under the Carl Perkins Act and is subject to the rules and regulations thereof.



**VEHICLE FLEET**

Fleet Usage. Requests to use college vehicles received from non-profit, educational, governmental or charitable groups outside the college will be considered on a case-by-case basis. Vehicle requests must be completed and authorized prior to departure. Charges for mileage and college driver may be assessed. *[Revised August and November, 2009]*

Inclement Weather Statement. When the college bus is used, the responsibility for whether the bus leaves Colby or stays owing to weather conditions will be decided by the Athletic Director in case of athletics or the President or designee in case of other trips. When the bus is on the road, the bus driver has the responsibility for the bus and its occupants. After consultation with the coach or sponsor, the bus driver will determine whether it is safe to travel or not. The safety of the persons involved is the foremost consideration in these decisions. *[Revised December, 2007 and April 22, 2014]*



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**COMPLIANCE FOR FEDERAL FUNDS**

**ALLOWABLE COST**

Colby Community College will expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's own funds. In addition, the state's and Colby Community College financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award (§200.302).

The financial management system of Colby Community College will provide for the following (see also Sec. Sec. 200.333 Retention requirements for records, 200.334 Requests for transfer of records, and §200.337 Restrictions on public access to record).

Colby Community College *will have or provide:*

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
  - Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in Sec. Sec. 200.327. Financial reporting and reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient must not be required to establish an accrual accounting system. This recipient may develop accrual data for its reports of the basis of an analysis of the documentation on hand.
  - Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
  - Effective control over, and accountability for, all funds, property, and other assets. Colby Community College will adequately safeguard all assets and assure that they are used solely for authorized purposes. See Sec. 200.303 Internal controls for full details.
  - Comparison of expenditures with budget amounts for each Federal award.
  - Written procedures to implement the requirements of Sec. 200.305 Payment.
  - Written procedures for determining the allow ability of costs in accordance with Subpart E--Cost Principles of the Part and the terms and conditions of the Federal award.

Colby Community College is aware of the Allowable Cost policy as defined in § 200.302 (78624, *Federal Register, Vol.78, No. 248/Thursday, December 26, 2013/Rules and Regulations*) and voluntarily complies.

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*Authorized Representative*

*Date*

*President*

*Date*



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**EQUIPMENT PURCHASE**

**Equipment Defined: Information derived from:** 78612, 78614, & 78617, *Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations.*

**§200.33 Equipment.**

Tangible personal property(including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information Technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

**§200.48 General purpose equipment.**

General purpose equipment is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

**§200.89 Special purpose equipment.**

Special purpose equipment is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment includes microscopes, x-ray machines, surgical instruments, and spectrometers.

**§200.94 Supplies.**

All tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.

**§200.320 (a) Sealed Bids.**

Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all of the material terms and conditions of the invitation for bids, is the lowest price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c) (1) of this section apply.

- (1) In order for sealed bidding to be feasible, the following conditions should be present:
  - (i)A complete, adequate, and realistic specification or purchase description is available;
  - (ii)Two or more responsible bidders are willing and able to complete effectively for the business; and
  - (iii)The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- (2) If sealed bids are used, the following requirements apply:
  - (i) The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
  - (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
  - (iii) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
  - (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts



will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (1) Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (2) Proposals will be solicited from an adequate number of qualified sources;
- (3) Colby Community College will have a written method for conducting technical evaluation of the proposals received and for selecting recipients;
- (4) Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (5) Colby Community College may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- (6) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
  - (1) The item is available only from a single source;
  - (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
  - (4) After solicitation of a number of sources, completion is determined inadequate.

### **Sole Source/Single Source Procurement**

In cases where there is no practical value in soliciting competition for materials or equipment and where only one source is available, it is possible to make the purchase without formal bidding. Purchasing will evaluate each request and make a determination whether a sole source acquisition is appropriate. To initiate the process:

Sole/Single-source procurements will be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process. Sole/Single-source procurements will require board approval prior to purchase, if no prior resolution authorizing the purchase of the goods/services exists.

Because a product has unique upgrades or features does not mean they are necessary for the scope of the project. One court has observed that the uniqueness of the product goes to the functionality of the equipment, not the "really nice extra features" aspect of the product. Careful distinction must be used when determining between "sole source" and "sole product." If only one PRODUCT will do the job, but that product is available from different vendors, a "sole source" acquisition is not appropriate.



**Single Source-Defined**

Single Source is procurement will be followed when, although two or more vendors supply the commodities or services, the department selects one for substantial reasons, eliminating the competitive bidding process. ‘Single’ means ‘the one among others’.

**Sole Source-Defined**

Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. Written justification will be provided. ‘Sole’ means “the one and only”.

**Sole Source Justification Letter**

Submit a sole source justification letter to Purchasing Services that includes:

1. A product description, including quantity and technical features.
2. History of prior purchases and their nature (competitive vs. noncompetitive)
3. Statement as to the unique circumstances that request award by noncompetitive bid/proposal
4. An explanation of why the product is unique, if applicable: either (a) The product has special technical qualities, essential to the proposed use/function, and no acceptable substitutes are available from another supplier/manufacturer; or (b) The product is a replacement or auxiliary part to match existing specialized equipment with unique physical design and quality requirements serving a particular function/use.
5. Proof of no known equal, including a description of attempts to find an equal from other vendors and verification/information of only one available source.
6. An explanation that the purchase price is reasonable: (a) Attach documents that prove that the manufacturer offers the best price available because a purchase from a distributor includes the distributor’s mark-up. (b) Attach a written certification letter from the vendor that its sales price is the best price it offers to any similarly situated educational or non-profit customer.
7. Description of the efforts made to find competitive sources.
8. Statement as to the efforts that will be taken in the future to promote competition for the requirement.
9. Letter must be signed/approved by Dean/Director and Vice President. Once your letter has been received, then your sole source request may have to go before the board for approval.

**Equipment Purchases Require:**

- The award will be made on the basis of price and other price-related factors;
- If low price is not selected, just reasoning explaining the rationale behind the selection;
- Competitive quotations detailing: like, kind, and quality merchandise from separate vendors (minimum of three);
- If three competitive quotes are not available, documentation as to why the normal procurement process was not followed;
- Presidential approval prior to processing purchase;
- Board of Trustees or applicable supervising agency approval prior to processing purchase;
- If sealed bids are issued, there is at least a ten day grace period granted while bids are being collected, before they are opened (in compliance with § 200.320 (a));
- If sealed bids are issued, at least two institutional personnel, outside of the purchasing office need to be present at the opening of the sealed bids (in compliance with § 200.320 (a)).

*[Added May, 2015]*

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*Authorized Representative*

*Date*

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*President*

*Date*



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### **EQUIPMENT USAGE**

Colby Community College is dedicated to practicing and using federally purchased equipment in the following manners:

- For the authorized purposes of the project until funding for the project ceases, or until the property is no longer needed for the purposes of the project.
- To not encumber the property without approval of the Federal awarding agency or pass-through entity.
- Use and dispose of the property in accordance with §200.311 Real property
- A state must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with stated laws and procedures.

Equipment will be used by Colby Community College in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the Colby Community College will not encumber the property without prior approval of the Federal awarding agency. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority:

- Activities under a Federal award from the Federal awarding agency which funded the original program or project, then
- Activities under Federal awards from other Federal awarding agencies. This included consolidated equipment for information technology systems.

During the time that equipment is used on the project or program for which it was acquired, Colby Community College will make equipment available for use on other projects or programs currently or previously supported by the Federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use will be given to other programs or projects supported by Federal awarding agency that financed the equipment and second preference will be given to programs or projects under Federal awards from other Federal awarding agencies. Colby Community College knows and understands use for non-federally-funded programs or projects is also permissible, user fees will be considered if appropriate.

Notwithstanding the encouragement in §200.307 Program income to earn program income, Colby Community College will not use equipment with the Federal award to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute for as long as the Federal government retains an interest in the equipment.

When acquiring replacement equipment, Colby Community College can use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

#### **Management requirements:**

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements:

- Property records will be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and



condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

- A physical inventory of the property will be taken and the results reconciled with the property records at least once every two years.
- A control system will be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- Adequate maintenance procedures will be developed to keep the property in good condition.
- If Colby Community College is authorized or required to sell the property, proper sales procedures will be followed to ensure the highest possible return.

**Disposition:**

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulation, or Federal awarding agency disposition instructions, Colby Community College will request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award.

*Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:*

- Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
- Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by Colby Community College or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit Colby Community College to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
- Colby Community College may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, Colby Community College will be entitled to compensation for its attributable percentage of the current fair market value of the property.
- If Colby Community College fails to take appropriate disposition actions, the Federal awarding agency may direct Colby Community College to take disposition actions.

Colby Community College is aware of and follow the Equipment usage policy as defined in 200.313 (78629, *Federal Register*, Vol.78, No. 248/Thursday, December 26, 2013/Rules and Regulations) and voluntarily complies. [Added May, 2015]

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*Authorized Representative*

*Date*

*President*

*Date*



**INSTITUTIONAL GRANTS**

**FEDERAL GRANT SUBAWARD NOTIFICATION**

Date of Sub award: \_\_\_\_\_

Federal Award Identification

1. Sub recipients Name (must match registered name in DUNS)	
2. Sub recipient's DUNS number	
3. Federal Award Identification Number (FAIN)	
4. Federal Award Date	
5. Sub award Period of Performance	
6. Start Date	
7. End Date	
8. Amount of Federal Funds Obligated by this action	
9. Total Amount of Federal Funds Obligated to sub recipient	
10. Total Amount of the Federal Award	
11. Federal award project description	
12. Name of Pass-through entity and contact information for awarding official	Name of Pass-through entity Awarding Official's contact info
13. CFDA number and Name	
14. Is this a Research and Development award?	
15. Indirect cost rate	

Comments:



**Colby Community College knows and understands:**

§200.327-Federal awarding agency can only collect OMB approved data elements, no less than annually, no more than quarterly.

§200.328-Nonfederal entity must submit performance reports at intervals required by federal agency or pass through. Annual performance reports due 90 days after reporting period; Quarterly performance reports due 30 days after reporting period

§200.331-Every sub-award is clearly identified and includes the following information at the time of the sub-award, and if any of these data elements change include the changes in subsequent sub-award modification.

§200.333-Retention requirements for records.

Financial records, supporting documentation, statistical records, and all other non-Federal entity records will be maintained for a minimum of three years after the final expenditure report is submitted. It is known and understood this length could be extended due to statute or an exception from OMB.

§200.335-Methods for collection transmission and storage of information.

The non-Federal entity agrees to collect, transmit, and store Federal award related information in open and machine readable format, rather than in closed formats or on paper. Physical files are acceptable forms of storage, but it is highly recommended electronic files be created that cannot be amended or altered.

§200.336 Access to records.

The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass through entity, or any of their authorized representatives will have the right to access any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award. The only exception to this is information is protected personally identifiable information (PII), such information will be kept confidential and are exempt from disclosure pursuant to the Freedom of Information Act (5 U.S.C 552).

As a non-Federal entity, it is known and understood that Colby Community College complies with the Federal Regulations as disclosed in the (§200.328-200.336 -78634, *Federal Register, Vol.78, No. 248/Thursday; Dec. 26, 2013/Rules and Regulations*) as well as other Federal regulations that help in the successful operation and compliance of your grant award.

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*Authorized Representative*                      *Date*                      *President*                      *Date*



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**MICRO-PURCHASE**

Micro-purchase is defined as an acquisition of supplies or services, the aggregate amount of which does not exceed the threshold as defined in 200.320 (78632, *Federal Register, Vol. 78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations*). The threshold is currently \$3,000 for most purchase types (exception \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act).

Colby Community College will abide by the following methods of procurement in order to be in federal compliance:

- (a) To the extent practicable, Colby Community College will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if Colby Community College considers the price to be reasonable.
- (b) If small purchase procedures are used, Colby Community College will use price or rate quotations from an adequate number of qualified sources.

Colby Community College is aware of the Micro-purchase Policy as defined in 200.320 (78632, *Federal Register, Vol. 78, No 248/Thursday, Dec. 26, 2013/Rules and Regulations*) and voluntarily complies.

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Authorized Representative      Date

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President      Date



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**PERTINENT FORMS**

Change of Legal Residence

Credit Card Policy

In-State Tuition Application Affidavit of Residency

Travel & Reimbursement Request

Unified School District Authorization for Student to Apply for Enrollment in Courses Offered by a Kansas Community College



## Change of Legal Residence

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K.S.A. 71-406: “OUT-OF-STATE AND FOREIGN RESIDENCE. Persons enrolling in a community college who, if adults, have not been, or if minors, whose parents have not been residents of the State of Kansas for six (6) months prior to enrollment for any term or session, are nonresidents for student tuition and out-of-state and foreign student tuition purposes.”

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State law definition of “domiciliary resident”--“a person who has present and fixed residence in Kansas where the person intends to remain an indefinite period and to which the person intends to return following absence.” K.A.R. 88.-3-2 definition: “Residence means a person’s place of habitation, to which, whenever the person is absent, the person has the intention of returning. A person shall not be considered a resident of Kansas unless that person is in continuous physical residence and intends to make Kansas a permanent home, not only while in attendance at an educational institution, but indefinitely thereafter as well.”

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Primary factors which may be considered in determining residency are continuous presence in Kansas during periods when not enrolled as a student, employment (except in positions normally filled by students) in Kansas; payment of Kansas State income taxes; commitment to an educational program which includes an intent to remain permanently in Kansas; acceptance of an offer of permanent employment in Kansas, admission to a licensed practicing profession in Kansas; and ownership of a home in Kansas. Secondary factors are payment of Kansas property taxes; vehicle registration in Kansas; employment (except in positions normally filled by students); and voter registration in Kansas.

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If you have legally changed your residence to Kansas, you need to have proof of **THREE** of the following:

- (1) working or going to school in Kansas and will supply the proof of it;
- (2) registered to vote in Kansas and will supply a copy of your voter registration application/card;
- (3) paid Kansas property tax and will supply proof;
- (4) purchased Kansas vehicle license tag and will supply proof;
- (5) obtained a Kansas driver’s license and will supply a copy.

Six (6) months after the date of your last acquired proof (of **THREE** of the above), bring all copies to the CCC Student Services office and sign an Affidavit of Residency form. The College does not allow change of residence status in the middle of a school year.

**Important Note—All of your forms:** Proofs or copies of enrollment form/schedule of classes, financial aid papers, and all other CCC forms **MUST** have the **SAME (Colby) address**. Failure to comply will invalidate your application. The date on your enrollment form may not be before the date on your affidavit.



**Colby Community College  
In-State Tuition Application  
Affidavit of Residency**

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Submit to: Colby Community College  
Colby, Kansas

I, \_\_\_\_\_, the undersigned, hereby state that I moved to the city of \_\_\_\_\_, Kansas, as an out-of-state resident on \_\_\_\_\_, 20\_\_\_\_, and at that time I acquired an abode through purchase, rent, or otherwise, and that I intended to live in it permanently or indefinitely. I further swear that six (6) months have elapsed since the above date and that I intend to live in the State of Kansas permanently or indefinitely.

I further state that on this date my permanent abode exists in \_\_\_\_\_ County, State of Kansas, and that I provide three (3) of the following for documented verification with this instrument:

- \_\_\_\_\_ 1. Receipt for payment of Kansas property tax.
- \_\_\_\_\_ 2. Receipt for purchase of Kansas license tags.
- \_\_\_\_\_ 3. Employment verification in Kansas commencing six (6) months prior to the date of this affidavit or school attendance commencing six (6) months prior to the date of this affidavit.
- \_\_\_\_\_ 4. Copy of voter registration in the State of Kansas.
- \_\_\_\_\_ 5. Copy of Kansas driver's license.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Student  
Signed Under Penalty of Perjury

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
Social Security Number

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
in the city of \_\_\_\_\_, \_\_\_\_\_ County, Kansas.

(Seal)

\_\_\_\_\_  
Notary Public  
Commission expires: \_\_\_\_\_

## Colby Community College Credit Card Usage

All college employees who use a CCC-issued credit card must read the following policy statement and sign at the bottom. (A signature denotes understanding of, and agreement with, the policy.)

**Colby Community College, from time to time, provides credit cards to employees for approved college use only. College credit cards should not be used for personal expenses incurred outside of the scope of an individual's employment at the college. In rare instances when a college card is used for personal expenses, an employee should as soon as possible report the incident to the Business Office, including the circumstances and rationale, and any charges incurred must be reimbursed within ten working days. The Business Office will make the president aware of reported instances of personal use of a college credit card by an employee. Failure to abide by this policy may result in disciplinary action, including possible termination from the college. All credit card expenditures must be accompanied by a detailed receipt. Failure to provide receipts may result in the employee being responsible for the expenditure.**

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\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



*The mission of Colby Community College is engaging others in learning and service opportunities to positively affect their world.*

Adopted 1/2013



## Travel Report and Reimbursement Request

Name		Account number	
Address & Phone #		Department	
Purpose		Approved by	

Reimbursements will be mailed to the employee's home address or placed in inter-office mail.

Date:	Departure Time:	Return Time	<b>Note to traveler: Expenses paid by college as well as those paid by</b>			
			<b>Traveler should be listed below.</b>			
Expenses	Dates	Details				Amount
Transportation		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	
<input type="checkbox"/> Personal car <input type="checkbox"/> CCC Fleet car		Mileage			<input type="checkbox"/> CCC GAS CARD	
Lodging		Location				
		Location				
		Location				
		Location				
Meals		(Not to exceed \$36/day)				
		(Not to exceed \$36/day)				
		(Not to exceed \$36/day)				
		(Not to exceed \$18/ half day)				
Conference fees		Comments				
		Comments				
Other		Comments				
		Comments				
		Comments				
		Comments				
<b>Subtotal</b>						
<b>Less amount paid by Colby Community College</b>						
<b>Total reimbursement owed to employee</b>						

PLEASE ATTACH RECEIPTS FOR ALL LISTED EXPENSES, SIGN THE FORM AND SEND TO THE BUSINESS DEPARTMENT.

Signature	Date
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**UNIFIED SCHOOL DISTRICT AUTHORIZATION  
FOR STUDENT TO APPLY FOR ENROLLMENT IN COURSES  
OFFERED BY A KANSAS COMMUNITY COLLEGE**

I hereby certify that \_\_\_\_\_ is enrolled as a  
(Student's Name)  
sophomore, junior or senior at \_\_\_\_\_ and is recommended for  
(Name of School)  
enrollment in college courses authorized by 1993 Substitute for House Bill 2011 and the  
Cooperative Agreement between USD \_\_\_\_\_ and Colby Community College.  
(District No.)

\_\_\_\_\_  
Signature of High School Principal

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

\_\_\_ Official transcript received

\_\_\_ Documentation received

\_\_\_ Affidavit required/notified \_\_\_

\_\_\_ Award letter send