

POLICY

Effective Date: December 13, 2004

Approved By: President's Council

Authority: RCW 28B.15.740; Board of Trustees Rules of Operation

See Also: POL-U1400.03

POL-U1400.04 ADMINISTERING AND SPENDING COURSE AND LAB FEES**1. Designated Personnel Are Responsible for the Administration of Each Course and Lab Fee.**

The Financial Manager is responsible for the proper administration of each course and lab fee.

2. Course and Lab Fee Revenue Can Only Be Spent in Accordance with the Approved Academic Fee Form (FMAG-AFF).

Financial Managers may only spend course or lab fee revenue on expenditures which support the course as detailed in Section 1 of the approved Academic Fee Form for the course.

A schedule for replacement and/or repair of equipment must be maintained for approved equipment fees.

3. Financial Managers Must Monitor Course and Lab Fee Fund Activity.

A. Financial Managers are responsible for review and reconciliation of fee funds on a quarterly basis.

B. Financial Managers must monitor fee fund balances

- i. to ensure that the level of fund balance is appropriate to support the approved purpose(s) of the current fee; and
- ii. to formulate plans for managing fund balances greater than the revenue generated from the previous two quarters for each fee charged.

4. Academic Affairs Budget Office Reviews Fee Monies

The Academic Affairs budget office will regularly review fee revenue, expenditure and fund balances to validate that the fee amounts charged students are reasonable based on the actual amount of course-related expenses for the approved fee or projected equipment needs.