Effective Date: September 1, 2009
Supersedes: Procedure 1.4, dated April 1, 2009
Applies To: System Office and Colleges
Procedure Responsibility: System Office of Business Services

Request a New or a Change in Business Procedure

Sections:

Section 1.4.1 – General
Section 1.4.2 – Request for a New or Revision to a Business Procedure
Section 1.4.3 – Procedure Review Schedule
Section 1.4.4 – Procedure Review Process

Section 1.4.1 - General

A business procedure serves as the methodology for a particular business process. It is a plan for the way management wishes to conduct that process under normal business conditions. The procedures provide the basic internal controls for business operations. Colleges and System Office units may issue an addendum for their specific requirements to the procedure to provide additional controls desired by their specific unit. Units may not set controls less than are prescribed by the KCTCS business procedure specific to that business process.

Section 1.4.2 - Request for a New or Revision to a Business Procedure

To request a new procedure the requester must complete the following steps.

A. Provide a draft in electronic format of the new or revised procedure desired.

B. Provide justification for the request to establish the procedure.

C. Send the draft to the attention of the KCTCS Office of Business Services.

Note: The request cannot be business unit specific. Rather, the request should be applicable to all business units across KCTCS.

Section 1.4.3 – Procedure Review Schedule

A. The System Director of Business Services shall establish a schedule that will ensure that each procedure is reviewed for updates on a regular basis, e.g., every two years.

B. A primary writer will be identified for each procedure. The primary writer is responsible to revise (timely) the procedure if the business process has changed.

Section 1.4.4 – Procedure Review Process

A. The KCTCS System Director of Business Services will establish a review work group to review the business procedures for changes or any new procedure needed. The work group will consist of the primary procedure writers, college representatives and a representative from KCTCS Audit Services as deemed appropriate.

B. The steps of the review process will be:

1. The procedure writer revises the procedure.
2. The review work group comments on the procedure.
3. The procedure writer revises based on the reviewer comments.
4. The KCTCS System Director of Business Services releases the procedure.

END OF PROCEDURE