

Category: Business & Operations - 3000

Policy: Project/Program Contracts - 3005

Project/Program administrators are responsible for establishing and maintaining financial records to ensure all contract requirements and ESUCC business practices are followed. It shall be the responsibility of the Administrative Assistant to provide support to the project/program administrator to ensure all financial records are documented and a complete audit trail is maintained.

All contracts shall be reviewed by the Executive Director.

Adopted On: October 9, 2014

Reviewed On: