

GUIDELINES FOR POLICY
304.02: ELECTRONIC POSTING OF FINANCIAL DATA

Each college and institution of the Alabama Community College System shall have on its principal web site a link titled “FINANCIAL DATA”.

On the “FINANCIAL DATA” web site each college shall have links titled “EXPENDITURES”, “CONTRACTS” AND “EMPLOYEES”.

EXPENDITURES

On the “EXPENDITURES” link each college and institution shall list **all** expenditures (to include gross payrolls) for each month, by the 15th of the following month, and include the following information:

College/Institution name
Check Number
Payee
Date
Amount
Funding Source
Purpose

Funding source should reflect the fund from which the expenditure was made.

The purpose of the expenditure should reflect the description of the object code. For example:

500 Series – Personnel
641 – Materials and Supplies
710 – Equipment

CONTRACTS

On the “CONTRACT” link colleges and institutions shall list **all** contracts for personal and professional services for which monetary consideration is involved and for which a Vendor Disclosure Statement is required – (this definition does not include employment contracts or purchase orders.)

The following information should be included:

College/Institution name
Identifying Number
Contractor
Term
Amount
Funding Source
Purpose

The term should reflect the dates the contract is in effect.

Funding source should reflect the fund from which the expenditure will be made.

The purpose should reflect the description of the object code.

EMPLOYEES

The “EMPLOYEES” link shall disclose information required by the policy on **all** employees currently employed by the college or institution. The Super Computer Authority will populate this data from information provided by the college/institution through the DAX system. The college shall link to this site.

ARCHIVES

Archives on all elements of Operating Financial Data shall be published as required by the policy.