

SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: INTERNAL SERVICE UNITS Related to Board Policy: 801C

Inter-Department Sales

It is the selling department's responsibility to maintain records for all charges generated and provide the buying department with a sales invoice at the time the goods or services are delivered. Ideally, the invoice used should serve as both an authorization and a sales input document.

1. Sales Invoice: The sales invoice must list each item purchased and provide a description of each item and/or a detailed description of its function.
2. Timeliness: Timeliness in entering charges to the buying department's account(s) is important. Selling departments with frequent interdepartmental sales activity should enter charges to the central accounting systems daily. Selling departments with less frequent sales activity should enter charges to the central accounting system at least once a week.
3. Billing Errors: Billing errors should be promptly settled between buying and selling departments. The selling department initiates the appropriate correcting entries. Irresolvable disputes will be handled by the Vice President for Business Affairs or designee.

A. Copy Services

1. All departmental copy machines, including annual maintenance arrangements, will be administratively assigned to the Copy Services.
2. Effective May 15, 1995, all printing and copy projects will be initially presented to the Copy Services for technical assistance, compliance with current standards and timely completion.

B. Computer Services

The College's data processing systems (micro and main frame computers) may operate in a stand-alone environment or be linked together to form a network. Their operating software may have been purchased from an outside vendor or have been developed by the College.

1. Data Access, Privacy, and Security

College policies regarding access to data, privacy of personal information, and system and data security, are described below.

- a. For members of the College community to make informed and timely decisions, accurate data relevant to their decisions must be readily available. Members of the College who demonstrate a need to use data for College purposes should have access to that data.
- b. It is the intent of the College to protect the privacy of individuals by limiting access to personal information to authorized users for approved purposes. Recognizing that specific items of information about individual students, faculty, and staff must be maintained on College databases, such information is collected, maintained, and used

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only for the appropriate, necessary, and clearly defined purposes required for fulfilling the College's missions.

2. Custodianship

A College officer is designated as the custodian of these official records. The system custodian is responsible both for providing access to those who show a need for the information and for assuring the protection of the record's accuracy and security.

3. Computer Equipment and Software

Computer equipment includes microcomputers, terminals, and peripheral equipment such as printers and modems. Computer equipment and software may be acquired according to the College procurement procedures, however all requests will be reviewed by the Office of Technology Services Director or staff.

- a. Care and Maintenance: The control of computer equipment is regulated by the College's property management policies. College departments are responsible for the proper use and maintenance of computer hardware in their custody.
- b. Security: Each College department is responsible for making adequate provisions for the physical security of computer equipment in the department's custody. Areas containing equipment shall be kept locked after business hours or at other times when not in use. Special precautions shall be taken for high-value, portable equipment.
- c. Site Licenses: The College enters into site license agreements with commercial vendors for campus wide use of certain software products. Before entering into a contract with a vendor for a particular product, the department should contact the Computer Services staff to find out if a site license already exists.
- d. Ethics Regarding Software Piracy: The College does not condone the unauthorized use and copying of microcomputer software. Students, staff, and faculty members who make illegal copies of copyrighted software jeopardize the good standing of the College and make themselves liable for civil and criminal penalties and disciplinary action. The President is authorized to implement an Ethics Policy for unauthorized software copying.

C. FAX Copy Services

The College shall provide a fax transmittal service(s) for official business. Similar fax transmittal service shall be provided for personal items, however at a fee.

D. Telephone Services (to be added)

E. Bookstore

Effective January 15, 1995, all departmental purchase invoices will be retained by the Bookstore, and on a regular basis these charges will be posted to departments accounts by a remote data entry station in the Bookstore.