

Rule 6D-4.003 is hereby repealed.

6D-4.003 Business Manager

Specific Authority 242.331(3) FS. Law Implemented 242.331(4) FS. History - New 12-19-74, Amended 10-29-84, 9-8-85, Formerly 6D-4.03, Amended 8-26-88, 12-6-92, 5-14-02, Repealed

**6D-4.003 Business Manager.**

- (1) The Business Manager shall be appointed by the President.
- (2) The Business Manager is responsible for the complete financial operations of the School. The following are specific:
  - (a) Responsible to the President for the performance of his/her duties as financial officer of the School.
  - (b) Responsible for all business activities and financial operations, and for adherence to approved operating budgets.
  - (c) Collect and disburse all monies according to State regulations.
  - (d) Submit periodic reports showing financial status of the various funds of the School to the Board.
  - (e) Prepare under the direction of the President a detailed item budget, with analysis, review and justification of the same and of proposed amendments to previously approved budgets, and to prepare periodic reports therefrom as directed.
  - (f) Serve as advisor to the President and to the Board on the fiscal policy and the needs of the School.
  - (g) Conduct a continuous internal audit of all financial affairs of the School in a manner prescribed by law.
  - (h) Establish written policies to control the use of State-owned vehicles.
  - (i) Be responsible for procedures for all collections from the sale of goods and services and to provide instructions applicable to the work to be accepted.
  - (j) Supervise departments assigned by the President, which include but are not limited to the following:
    1. Safety.
    2. Accounting.
    3. Purchasing, Receiving, and Property Control.
    4. Resource Development.
    5. Maintenance and Facilities.
    6. Food Service.
    7. Household and Laundry Services.
    8. Transportation Services.
    9. Campus Security/Police.
    10. Student Bank/Endowment.
  - (k) Other related work as assigned.

*Specific Authority 242.331(3) FS. Law Implemented 242.331(4) FS. History--New 12-19-74, Amended 10-29-84, 9-8-85, Formerly 6D-4.03, Amended 8-26-88, 12-6-92, 5-14-02.*