

**Palomar Community College District  
Policies & Procedures Review Task Force Meeting**

Friday, October 19, 2007

9:00 a.m. – 12:00 p.m.

**Agenda**

- I. Review and Approve the September 14, 2007 Meeting Highlights
- II. Complete Review of the Following Chapter 6 (Finance & Administrative Services) Policies and Procedures:
  - Policy 6150 titled Designation of Authorized Signatures
  - Procedure 6200 titled Budget Preparation
  - Policy 6250 titled Budget Management
  - Procedure 6250 titled Budget Management
  - Procedure 6300 titled Fiscal Management
  - Procedure 6305 titled Reserves
  - Procedure 6315 titled Warrants
  - Procedure 6325 titled Payroll
  - Procedure 6330 titled Purchasing
  - Procedure 6340 titled Bids and Contracts
  - Procedure 6370 titled Contracts – Personal Services
  - Procedure 6380 titled Vendors
  - Procedure 6500 titled Property Management
  - Procedure 6520 titled Security for District Property
  - Policy 6530 titled District Vehicles
  - Procedure 6530 titled District Vehicles
  - Procedure 6535 titled Use of District Equipment
  - Procedure 6536 titled Equipment Replacement
- III. Other Items
- IV. Next Meeting – Friday, November 9, 2007, from 9:00 a.m. - noon
- V. Adjournment