



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Chart of Accounts and Request for Changes
Procedure Number: 01-2004-0002
Board Policy Reference: IV.A. General Executive Direction

Accountable Administrator: President
Position responsible for updating: Chief Finance Officer
Original Date: April 7, 2004
Date Approved by Cabinet: 02-01-11
Authorizing Signature: *signed original on file*
Dated: 02-02-11
Date Posted on Web: 11-14-13
Revised: 01-10-11
Reviewed: 11-13

Purpose/Principle/Definitions:

The Chart of Accounts is the official listing of the various aspects of the financial coding string. This official listing includes departments, objects, projects, and other codes that may be added, modified, and/or deleted, as organizational or procedural changes require, by the Controller or his/her designee.

The listing is updated yearly and is available to college staff at any time. Others outside the Finance Department may request changes as the need arises by submission of the Request for Change to the Chart of Accounts form, which is located on the StaffWeb.