



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Forms Management
Procedure Number: 03-2003-0013
Board Policy Reference: IV.B.

Accountable Administrator: President
Position responsible for updating: President
Original Date: 12-03-03
Date Approved by Cabinet: 03-28-06
Authorizing Signature: *Signed original on file.*
Dated: 03-29-06
Date Posted on Web: 11-15-13
Revised: 09-25-09
Reviewed: 11-13

Purpose/Principle/Definitions:

The college employs a standardized process to manage all forms. The process encompasses development/revision, approval and disposal. If a form is used in more than one area of the college (i.e., is shared by or is transmitted between two or more offices) it is to be standardized. When only one office uses a unique form to manage internal procedures, that form is not subject to the college's forms management process.

All forms developed must be available in digital format and capable of completion/transmission on the WolfWeb. Each form will include a date of adoption for the current revision in the lower left hand corner. Upon adoption of a revised version, all previous forms are obsolete and should be recycled.

Development/Revision:

Any employee may prepare a form for adoption. Once designed, the proposed new/revised form will be forwarded to the supervisor. If approved, the supervisor will forward the form to the Executive Assistant to the President for posting to the web. All forms need to include a revision date and the administrative procedure they are tied to if applicable.