

# **ADMINISTRATIVE PROCEDURES MANUAL**



**PALAU  
COMMUNITY  
COLLEGE**

**Developed: February 1999  
Revisions: April 2007, April 2009, December 2015,  
April 2020, December 2025**



**1. BADERIRT**

- Talent Search Program

**2. BELOCHEL**

- PCC Auditorium
- Student Dining Area
- Restrooms
- Security Office
- Recreation Office

**3. BIIB**

- Student Housing (DORM A)

**4. BTACHES**

- Computer Laboratory
- Rm. 61, 62, 67, and 68
- Open Lab. (Rm. 60)
- Online Laboratory
- Japanese Language, Rm. 64
- Classrooms Rm. 65, 66, & 69

**5. CHIBOKILL**

- Conference Room/ Training Room

**6. DADAIT**

- Western Curriculum Coordination
- Center/Library Information Service Program
- Accreditation Office
- Institutional Research & Evaluation Office

**7. DEMUL**

- Child Care Center

**8. DORT**

- Assembly Hall
- PCC Conference Room
- Development Office
- Learning Resource Center
- Adult High School Program

**9. ESUCH**

- Tourism & Hospitality Program
- Palau Tourism & Hospitality School of Excellence

**10. ESUIR**

- Staff Housing

**11. EWATEL**

- Health Resource Center Campus
- Security Office

**12. ITOTECH**

- Staff Housing

**13. KEDAM**

- Student Housing Office
- Laundry Room
- TV Lounge

**14. KORRIU**

- Staff Housing

**15. MELANGMUD**

- Staff Housing

**16. KESKAS**

- Physical Plant
- Cooperative Research & Extension
- Area Health Education Center/Community Advocacy Program, MOH
- Workforce Investment Opportunity Act Medical Clinic, MOH
- Classroom, Rm. 47, 48, & 49
- Tae Kwon Do Classroom, Rm. 47 A

**17. KSID**

- Community and Public Health Classroom
- Storage
- Restrooms

**18. LAIB**

- Staff Housing (Dorm C)

**19. MELUIS**

- Classroom, Rm. 32
- Welding Shop, Rm. 33
- Palau Wind Orchestra

**20. MENGES**

- Staff Housing

**21. MIICH**

- Continuing Education Training Room
- Continuing Education Office
- Financial Aid Office
- Admissions & Records Office
- Bookstore
- Student Life Office
- Upward Bound Office

**22. OLIK**

- Student Housing (Dorm B)

**23. RRIU**

- Adult Highschool Classroom, Rm. 1
- Drafting Classroom, Rm. 2

**24. SEBUS**

- Classrooms, Rm. 50, 51, 56, & 57
- Faculty Office (Nursing), Rm. 54
- Restrooms

**25. SMUUCH**

- Classrooms, Rm. 52, 53, 58, & 59
- Faculty Office (Nursing), Rm. 54

**26. TUTAU**

- Staff Housing

**27. UDECH**

- Staff Housing

**28. ACADEMIC BUILDING**

- Auditorium (Basement)
- Nursing Room
- Nursing Lab

**29. TAN SIU LIN PCC LIBRARY**

- Library, 1<sup>st</sup> & 2<sup>nd</sup> Floor
- Academic Affairs Office, 3<sup>rd</sup> Floor
- Committee on Program & Curriculum Office
- Faculty Office, 3<sup>rd</sup> Floor
- Faculty Conference Room
- Associated Students of PCC (ASPCC) Office
- Associated Students of PCC (ASPCC) Conference Room

**30. TEKRAK**

- Maintenance Assistance Program
- Electrical Technology Program, Rm. 44
- Air-Conditioning & Refrigeration Program, Rm. 4
- Electrical Technology Shop, Rm. 45
- PCC Assembly Hall II
- Governor's Association

**31. TEKU**

- Automotive Mechanics Tech. Program, Rm. 36
- Small Engine & Outboard Marine Tech., Rm. 38
- Restrooms

**32. TEMEKAI**

- Construction Tech. Program, Rm. 29
- Agriculture Science Program, Rm. 30
- Science Laboratory
- Academic Tutoring Center
- Career & Technical Education Classrooms
- Center for Teaching Excellence Office
- General Electronics Tech. Program
- General Electronics Tech. Program Lab

**33. UKALL**

- PCC Board Room
- President's Office
- Administration Front Office
- Human Resource Office
- Finance Office
- Computer Service Office

**34. URUR**

- Criminal Justice Program
- Classroom, Rm. 1 & Rm. 2
- Step-Up Laboratory, Rm. 3





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## **PART I: PURPOSE OF THE MANUAL**

The Palau Community College Administrative Procedures Manual is intended to serve in defining, understanding and communicating college policies, especially implementation procedures and guidelines of policies, identifying responsibilities, and providing guidelines in the performance of specific tasks. The contents of the manual address broad policies and implementation procedures that impact various segments across the institution. The policies and procedures contained in the manual are those policies and procedures of the college which are unique to the college or which expand upon applicable federal and local statutes, and established standards and practices, applicable to the college. Policies and procedures that are specific to a unit or function are documented within each specific units/function policies and/or operating manual. Should any section or clause in this manual be found inconsistent with federal and/or local statutes or policies, that section or clause is void and the local or federal statutes shall apply. And should policies or procedures for a specific unit/function contradict those set forth in this manual, it is those set forth in this manual that shall take precedence.

## **PART II: GENERAL INFORMATION**

### **A. HISTORY**

Palau Community College (PCC) was founded in 1969 as a two-year post-secondary vocational/technical institution. It grew out of a trade school that had its beginning in 1927 during the Japanese administration prior to World War II. PCC began with a small group of students enrolled in one vocational program on a campus with limited physical facilities. It was known at that time as Micronesian Occupational Center.

The expansion of vocational education resulted from such factors as a growing political awareness, articulation among the states/republics of Micronesia, and a greater commitment to educational and economic development by the United States of America. Funding permitted the addition of facilities and staff so that by 1976, training programs were provided in more than twenty specific vocational areas grouped into ten trade clusters. The goal of post-secondary institution for vocational education to prepare students with necessary skills and knowledge needed in developing and expanding economy has not changed through the years.

Until 1977, the Micronesia Occupational Center and the Community College of Micronesia were two autonomous post-secondary institutions serving Micronesia. On March 29, 1977, Trust Territory Public Law No. 7-29, amended later by Public Law 7-130, created the College of Micronesia as a public corporation under its own Board of Regents. The law, which took effect on October 1, 1977, joined into a single post-secondary educational system the Micronesian Occupational Center and the Community College of Micronesia, which included the CCM-affiliated School of Nursing. In May 1978, Micronesian Occupational Center officially became Micronesian Occupational College, a distinct and complementary part of the College of Micronesia. In September 1987, a treaty among the Republic of the Marshall Islands, the Federated States of Micronesia, and



the Republic of Palau regarding the College of Micronesia was executed establishing a complete autonomy of each college in the COM system to local governments. The treaty was terminated on March 31, 1993, which laid the foundation for Palau Community College.

On March 19, 1993, the Republic of Palau President, Kuniwo Nakamura, signed into law RPPL No. 4-2, establishing Palau Community College.

On April 2, 1993, Micronesian Occupational College officially became Palau Community College.

The college's enabling legislation, RPPL 4-2 mandates that Palau Community College:

- a) Is a public, non-profit education corporation;
- b) Has perpetual succession;
- c) Shall have a seal;
- d) May enter into contracts and agreements;
- e) May acquire, hold, change and dispose of property;
- f) May sue and be sued in its corporate name; and
- g) For the purpose of its functions, has all the powers, duties and responsibilities of a non-profit public educational corporation.

Palau Community College, as established by this act, shall assume the role of a postsecondary educational agency for the Republic. The purposes of the College are to make high quality, postsecondary education available to the citizens of the Republic of Palau, the Republic of the Marshall Islands, the Federated States of Micronesia and such other students as may be recruited by the College and to:

- 1) Serve as a comprehensive community college;
- 2) Provide for such services as postsecondary education instruction, including liberal arts education, vocational education, teacher training, continuing education, extension services, college preparatory instruction and assistance, administration of postsecondary education financial assistance programs, monitoring student performance, and other postsecondary education-related functions;
- 3) Maintain accreditation by the ACCJC of the Western Association of Schools and Colleges;
- 4) Grant degrees, certificates and diplomas;
- 5) Provide and coordinate training and education programs and services to adults and out-of-school youths;
- 6) Develop and conduct outreach programs;
- 7) In conjunction with the College of Micronesia, as the agency for Land Grant, Sea Grant, and Space Grant programs; share in any endowments provided through the Land Grant, Sea Grant, and Space Grant programs; and provide training, research, coordination, assistance, support,



- and related extension services as needed and provided for under the Land Grant, Sea Grant, and Space Grant programs;
- 8) Coordinate with other educational institutions in the Micronesian region and other locations for such matters as the transfer of credits and programs, reciprocal treatment of students, coordination of exchange programs, joint and cooperative research or educational programs, and such matters that deal with the cooperative interaction between PCC and other educational institutions;
  - 9) Conduct research;
  - 10) Administer, coordinate, and provide services related to postsecondary student financial assistance provided by governmental and other sources for students attending PCC;
  - 11) Serve as a coordinating agency for all appropriate postsecondary education activities conducted within the Republic;
  - 12) Serve as an agency, when appropriate, for skills proficiency testing and certification;
  - 13) Provide other postsecondary and related activities as determined by the Board;
  - 14) Serve as the designated State Agency for all appropriate vocational education.

## **B. GOVERNANCE**

The college is governed by a representative governance structure designed to ensure institutional integrity, autonomy, academic freedom, principles of equity, and insulation from political interference in order to best serve the public interest and meet minimum accreditation requirements. The membership of the board consists of five who are appointed by the President of the Republic and confirmed by the Senate of the Olbiil Era Kelulau (Palau National Congress), and one voting member elected by the student body. The board has the general policy management and control over the affairs of the College.

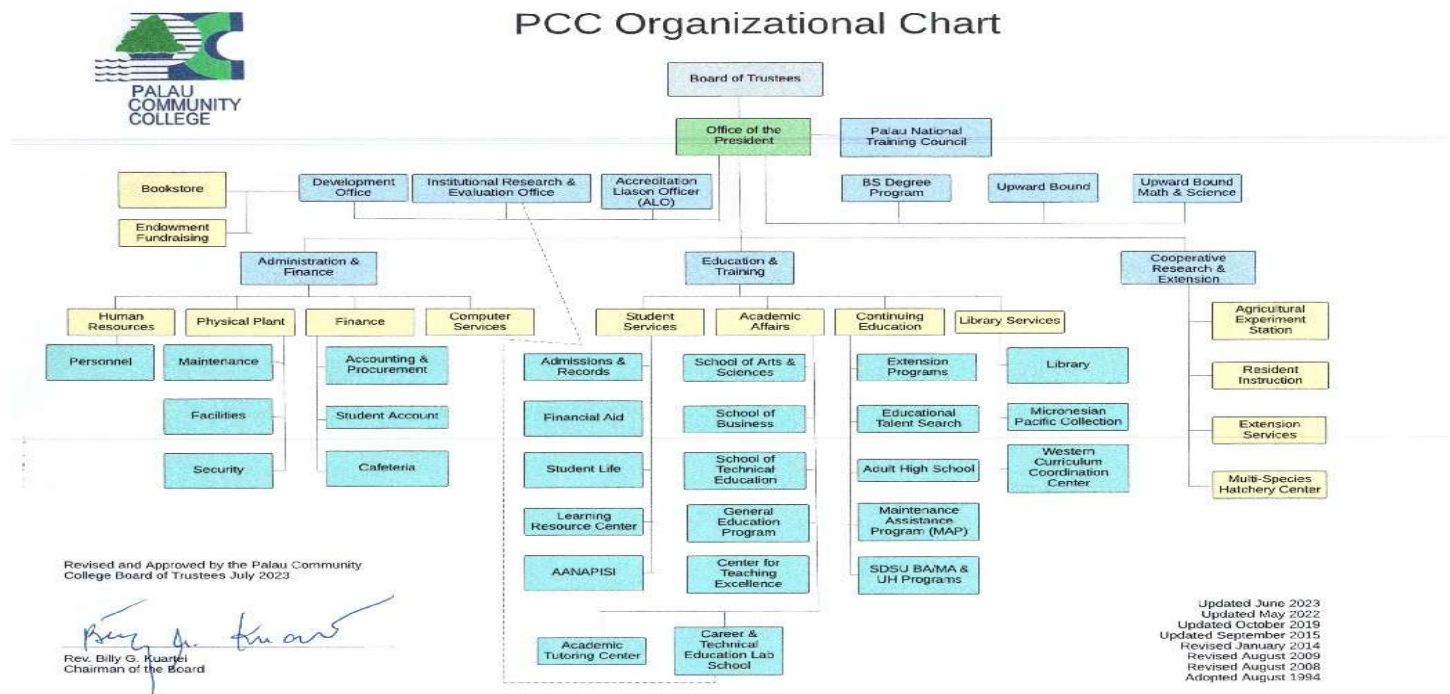
## **C. ADMINISTRATION**

The President of the College is the chief executive officer of the college, appointed by the Board of Trustees and has full charge and control over the administration and business affairs of the college. The College consists of three (3) major departments: Administration & Finance, Education & Training, and Cooperative Research & Extension. The President is supported by his management team, Executive Committee (EXCOM), which is made up of department heads, division heads, unit heads, as well as representative for Faculty Senate Association (FSA), Classified Staff Organization (CSO) and Associated Students of Palau Community College (ASPCC).





## D. ORGANIZATIONAL STRUCTURE





## E. CHAIN OF COMMAND IN THE ABSENCE OF THE PRESIDENT

In the event that the President is temporarily absent from duty or incapacitated, his responsibilities as the chief executive officer of the college pass through the chain of command as follows: Vice President of Administration & Finance, Vice President of Cooperative Research & Extension, Dean of Academic Affairs, Dean of Students, and Dean of Continuing Education.

The Board and President may issue a written directive establishing a new chain of command or a designation not reflective of the above-described order.

## F. VISION STATEMENT

**“We strive to guarantee quality and excellence”**

## G. MISSION STATEMENT

Palau Community College is an accessible comprehensive public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

## H. UNIFYING PRINCIPLES

Unifying principles are highly valued statements or beliefs which form the basis for policy setting, planning, our daily interaction with one another, and our decision making. They serve as cornerstones on which we build a successful institution.

Palau Community College believes in:

- ◆ Team Work – *Oba tal tekoi*
- ◆ Quality Services – *Kot el ngarbab lomeruul*
- ◆ Open Communication – *Diak a berrotel*
- ◆ Managing with Goals – *Ulterkokl olengcheled*
- ◆ Promoting Leadership – *Oldubech a kedul a dereder*
- ◆ Integrity and Loyalty – *Melemalt e melangesmad*
- ◆ Community Ownership – *Tekoi el buai*
- ◆ Continuous Improvement – *Ouelangch ra melemolem el klungiaol*
- ◆ Creativity and Innovation – *Sebrakl, ituuk, e melasm a tekoi*
- ◆ People and Respect for Others – *Omengull ra tang ma tang*



### **PART III: ACCREDITATION**

Palau Community College became an accredited institution in June of 1977 with the Accrediting Commission for Community and Junior Colleges (ACCJC) – Western Association of Schools and Colleges (WASC). To date it has been accredited for 48 years. During 1982, 1987, 1992, 1997, 2003, 2009, 2016 and 2023, the college submitted the required Institutional Self-Evaluation Reports (ISER) to ACCJC which were followed by the Commission's team visits after each report. During each report and visit, Palau Community College received reaffirmation and continues to be an accredited institution. The College's next Institutional Self-Evaluation Report is due in 2029, followed by a focused site visit in the spring of 2030. The Accrediting Commission is anticipated to provide its decision through an action letter to Palau Community College in June of 2030.

### **PART IV: FINANCIAL RESOURCES**

One of the responsibilities of the Board of Trustees is to ensure the financial soundness and proper fiscal management of the college. In line with this, the Board of Trustees of Palau Community College, through the President of the College, has established the following guidelines for the formulation and implementation of the College's spending plan – the Budget. The Board of Trustees monitors the college's budget through regular review of the college's spending activities by reviewing and approving the monthly financial status reports.

As a spending plan, the college's budget needs to be integrated with the college's planning system to ensure that the budget supports the college's mission and stated goals identified in the Institutional Master Plan and the departments/programs needs identified through program reviews.

All funds of the college, whether appropriated or non-appropriated funds raised by the College through student tuition and fees and other sources are under the control and custody of the Board of Trustees as prescribed by Republic of Palau Public Law 4-2 (RPPL4-2). Therefore, all funds budgeted for use by the College must be disbursed according to policies, rules and regulations approved by the Board and administered by the President of the college.

While full accountability to the Board on all college funds rest with the President of the College, department heads may reprogram up to five percent (5%) within their department budget without prior authorization from the President. The President must authorize any budget change of more than 5%.

To ensure that the needs of the departments and programs are addressed in the budget process, through participative and representative governance, administrators, faculty, staff and students participate in the formulation of the annual budget for their assigned areas.



Managing and monitoring of the funds allocated for the use of the College is an important responsibility of institutional leaders. As such, Monthly Financial Reports shall be made available to department heads, who will in turn share them or make them available to divisions and units within their department.

## A. BUDGET FORMULATION

The President, in consultation with the Board and in accordance with the government's budget call, shall formulate budget guidelines and ceilings with regard to priorities and program requirement.

The preparation of the budget documents will be guided by the Board of Trustees policies as well as the Institutional Master Plan. The President or the Vice President of Administration & Finance shall issue a Call-For-Budget to all budget components of the College. The Call shall include guidelines and timelines for submission.

- 1. Division Budget:** The heads of the divisions shall initiate the process by developing their budget request based on their needs including those identified in their program reviews. Their request is then submitted to the department head for review and approval.
- 2. Departmental Budget:** The department heads shall review the divisions' budget requests in relation to departmental needs, departmental goals, institutional goals, and compliance with Call-For-Budget guidelines. Upon approval of the Departmental Budget, it is forwarded to Vice President of Administration & Finance.

All other functions of the College which do not fall under the three major departments (Education & Training, Cooperative Research & Extension, Administration & Finance) shall submit their Budgets directly to the President. Critical to this participative process is constant consultation among units and divisions, particularly in instances of competing needs.

- 3. Institutional Budget:** The Vice President of Administration & Finance shall review the departmental budgets for compliance with Call-For-Budget guidelines, as well as their consistency with College goals and objectives. Once compiled into Proposed Institutional Budget, it is forwarded to the President for review and action.
- 4. Proposed Institutional Budget:** Upon review of the proposed Institutional Budget, the President may issue instructions to department heads, either individually or through the Executive Committee, for changes or modifications.



Once the proposed Institutional Budget is approved by the President, it is then submitted to the Board for review and action. Upon approved by the Board, the Institutional Budget Request is submitted to the national government in accordance with established National Budget Call procedures.

**5. Annual Institutional Budget:** After the budget bill is signed into law, the College President will analyze the approved budget and take one of the following actions:

- a. If there is no reduction in the budget request, the appropriated funds are allocated to each requesting component. The President will ensure that control and accountability of fund expenditures based on program priorities are maintained.
- b. In case of changes in appropriation level that results in major changes in the College budget, approval of the Board is necessary.

## **B. BUDGET PRIORITY & EXPENDITURE**

The College's first budget priority is providing funds to support instruction, research and community services. The next priority is providing funds to provide an environment that is conducive to learning by ensuring the health and safety of all students and personnel, and protecting the essential property of the College. These shall take precedence over expenditure items that are not directly related to these distinct areas.

When questions arise as to the order of priority to which available funds are to be applied, the existing Board of Trustees policy on spending, the College Strategic Plan, and the President of the College shall be consulted for guidance.

## **C. FISCAL PROCESS/BUDGET MANAGEMENT**

The Board of Trustees of Palau Community College, exercising its trusteeship and governance responsibilities over the College, has established the following guidelines in order to assure compliance with the wishes of funding sources and to provide College management with the necessary decision-making tools.

As a trustee of public money, the College must not only act in accordance with applicable laws or conditions of grants or contracts, but must also avoid even the slightest appearance of conflict of interest or favoritism. Consistent and accurate record-keeping must be maintained so that someone else can understand and corroborate the soundness of the process being followed and independently assure that appropriate and responsible financial decisions are being made.



1. **Common Transactions:** Only the President of the College has the board-delegated authority to engage in financial transactions on behalf of the College. The President may, from time to time, delegate such authority and responsibility to other key staff of the College.
2. **Financial Management:** The Vice President of Administration & Finance shall ensure strict compliance with all approved rules and regulations of the college, applicable laws of the Republic, and Generally Accepted Accounting Procedures in the financial operation of the College. The College has developed and will maintain the following records:
  - a. Chart of Accounts
  - b. Trial Balance
  - c. Summary of Transactions
  - d. General Ledger
  - e. Payroll Master File
  - f. Payroll Distribution
  - g. Payroll Check Register
  - h. Payroll Check File Listing
  - i. Cash Receipts Journal
  - j. Accounts Receivable Journal
  - k. Cash Disbursement Journal
  - l. Cash Disbursement Check Register
  - m. Disbursement Check Listing
  - n. Student Fee Receipt
  - o. Miscellaneous Fee Receipt
  - p. Voucher Packets
  - q. Voucher Checks
  - r. Payroll Checks
  - s. Journal Vouchers
  - t. Invoice File
  - u. Purchase Orders
3. **Purchasing process:** Below is the process in which the College will conduct the procurement process of goods and/or services. Purchases require Division Head's and Department Head's signatures before being submitted to the Business Office. Purchase of \$5,000 and above require the Division Head, Department Head and the President's signature, before submission to the Business Office.



- a. **Requesting Office/Division Head:** The requesting office initiates the request by completing a Supply and Equipment Requisition Form (see Appendix B1). While price comparison should be made to ensure that the price is the best available, exceptions may be made to ensure the best interests of the College. The Division Head's signature signifies that the expense is part of the division's budget and that, to the best of his/her knowledge, funds are available in the account being charged. This person is responsible for seeing that all procedures have been carried out and that the purchase of such an item is in the best interest of the department.
- b. **Department Head:** The Department Head's signature is the final departmental authorization of the purchase. This person is responsible for verifying that all procedures have been carried out and that the purchase of such an item is in the best interest of the department.
- c. **Director of Finance:** The Director of Finance's signature certifies the availability of funds for the transaction. The Director of Finance will also review for and take necessary action to ensure compliance with college policies, grant requirements, including competitive bidding requirements.
  - Except for critical instructional materials such as textbooks and equipments, for purchases exceeding \$25,000, the Director of Finance shall work with the requesting department and develop a Request for Proposal or a Bid Announcement. This is posted at the Post Office and may be advertised locally and internationally. Depending on the complexity of the purchase, the requesting office or division may be asked to attend a pre-bid meeting or related meetings to ensure that the transaction meets the stated and desired needs.
- d. **Three Vendor Quotes:** Purchase of any single item worth \$500 or more requires price quotations from at least three vendors. In the event of a sole-source or emergency purchase, then this section does not apply. Rationale for sole-source or emergency purchase will be delineated in the requisition form or attached supporting document(s).
- e. **Supply and Equipment Requisition (RQ) Form:** Normal processing time is five (5) working days once the RQ has reached Business Office. RQ form must be completed including department account and sub-account. If not approved, the RQ is returned to the requesting department within three (3) working days with an explanation of the reason for rejection. If approved, a Purchase Order (PO) for vendors that accept PCC POs is issued with copies sent to the requesting department and the vendor for processing. All others will issue POs and will proceed with check writing.



To complete the transaction, invoices for goods and/or services received must be signed by the requesting office and submitted to the Accounts Payable section in the Finance Division no later than two (2) business days.

- f. **Internal/External Work Order:** The work order process is initiated by the requesting person or office. The requestor secures approval of the performing department and fills out the appropriate work order form (see Appendix B2 and Appendix B3). The work order is to be submitted to the Business Office no less than five (5) working days before the requested date. The Business Office then assigns a work order number, secures approval, and submits it to the performing department. The performing department performs the requested work, completes the work order form, and submits to the Business Office.

For an external work order, requestor secures approval from the performing department, and goes to the Business Office to fill out the form. Once approved, payment is made in advance.

- g. **Personal Credit Cards:** The use of personal credit cards for college purposes is prohibited unless specifically approved in advance by the President of the college.
- h. **College Credit Card:** The college credit card is used only when the President of the college authorizes its use in accordance with established purchasing process. While the College currently does not have credit cards, this policy applies when the College obtain credit cards in the future.
- i. **Open Purchase Accounts:** To ensure effective use of college resources without compromising quality of programs and/or services, the College maintains some Open Accounts with selected vendors as approved by the President.
- j. **Vendors**
- **Exclusive Vendors:** In certain instances, it may be in the best interest of the College to negotiate with a supplier (e.g. airline tickets, gasoline, instructional materials, and equipments) in order to obtain a discount price. Under such circumstances, the College identifies a specific vendor, who is then considered an Exclusive Vendor, where all College purchases for that category of goods are restricted to that vendor.
  - **Preferred Vendors:** In certain instances, it may be in the best interest of the College to negotiate with a supplier (e.g. airline tickets, gasoline, instructional materials, and equipments) in order to obtain a discount price. Under such circumstances, all



requisitions for that category of goods must include the quoted price from the preferred vendor. If a lower price is available from other vendors, the President of the College may make exception. It is the responsibility of the Vice President of Administration & Finance to notify department/division heads of such arrangements.

**k. Chart of Accounts:** The chart of accounts lists all active accounts at the College. It is published in account code sequence, using a six-digit department account code indicating college division, plus a five-digit sub account code. Some of the most commonly used account numbers are listed below. In the event that a program or department is closed, the Finance Division may inactivate the account but not delete the account from the system for history information purposes. In addition, if a new program or department is created, the Finance Division has the authority to create and assign a new account number.

- **Organization Codes:** The Organization Code indicated where in the College (what department, division, or office) expenses are being charged.

Board of Trustees

101010 Board of Trustees

Office of the President

101110 President's Office  
 101113 Development Office  
 101114 Bachelor of Science Program  
 101118 Accreditation Liaison Office (ALO)  
 101119 Charter Day  
 101131 Special Advertisement  
 101133 Institutional Research & Evaluation Office (IREO)  
 101134 Micronesian Voyaging Society (MVS)  
 101138 Step-Up Program  
 103310 PCC Library (Tan Siu Lin)  
 202015 Upward Bound Program  
 202017 Upward Bound Math & Science Program  
 202113 Palau Area Health Education Center (PAHEC)  
 301110 Endowment Fund

Administration & Finance

101201 VP of Administration  
 101202 Finance Division – Business Office  
 101203 Computer Service Division  
 101205 Human Resource Division



**Physical Plant**

- 101301 Maintenance
- 101303 Security Guard

**Auxiliary Services**

- 101401 Finance Division – Cafeteria
- 101402 Finance Division – Bookstore

**Student Services**

- 101130 Phi Theta Kappa Honor Society
- 103010 Admissions & Records
- 103011 Graduation
- 103309 Director of Learning Resources
- 104010 Dean of Students Services
- 104011 Student Learning Center
- 104110 Director of Student Life & Counseling
- 104111 Dormitory
- 104112 Guidance/Counseling
- 104114 Recreation
- 104116 Associated Students of PCC (ASPCC)
- 104201 Director of Financial Aid
- 104203 Federal Student Financial Aid
- 104204 Federal College Work Study
- 104206 Tuition Waiver
- 104207 College Work Study
- 204051 Asian American and Native American Pacific Islander – Serving Institution (AANAPISI)

**Continuing Education**

- 101112 Pacific Masters of Education (PACMED)
- 101117 San Diego State University (SDSU)
- 103110 Dean of Continuing Education
- 103314 ROP – Adult High School
- 203306 Educational Talent Search Program
- 502113 Maintenance Assistance Program (MAP)

**Cooperative Research & Extension**

- 105225 Cooperative Research & Extension Operations
- 405222 COMLG-EFNEP (Smith Lever Fund)
- 405216 USDA-NIFA RIIA Grant
- 405410 COMLG-AES (Hatch Fund)
- 405510 COMLG-CES (Smith Lever Fund)
- 505201 Pacific Community (SPC)



- 505202 Ridge-To-Reef
- 505203 Food & Agriculture Organization of the United Nation (FAO)

Academic Affairs

- 102110 Dean of Academic Affairs
- 102111 Technology Fees
- 102112 Online/DE Fees
- 102314 Committee on Program and Curricula (CPC)

School of Arts & Sciences

- 102210 Agriculture Science
- 102211 Criminal Justice
- 102212 Health Education
- 102213 English
- 102214 Mathematics
- 102215 Social Science
- 102216 Science
- 102217 Home Economics
- 102218 Japanese

School of Business

- 102310 Business Administration
- 102311 Office Administration
- 102312 Accounting
- 102313 Computer/Information Technology

School of Technical Education

- 102410 Air Conditioning & Refrigeration
- 102411 Automotive Mechanics Technology
- 102412 General Electronics Technology
- 102413 Electrical Technology
- 102414 Small Engine & Outboard Motor
- 102415 Construction Technology
- 102416 Masonry Technology
- 102417 Blueprint Reading Courses
- 102418 Welding
- 102419 Auto Body

School of Tourism & Hospitality

- 102510 Tourism

School of Nursing

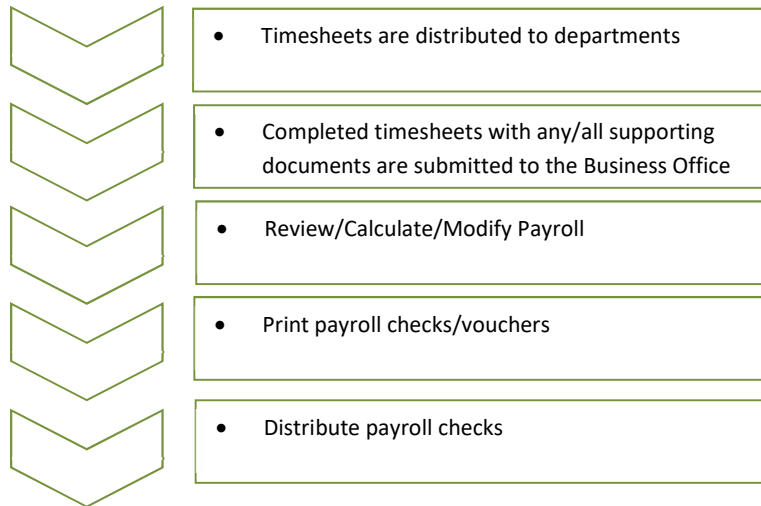
- 102610 Nursing



School of Education  
102710 Education

Career & Technical Lab School  
102810 CTE Lab School

#### 4. Payroll Process



Timesheets are distributed to departments at the beginning of a new pay period. Deadline for submission to the Business Office for processing is indicated at the bottom of the time sheet.

The Payroll Accounting Clerk receives the timesheets and verifies their completeness with any/all necessary supporting documents. Information is then entered into the system along with new allotments and personnel actions/contracts.

After entering all the timesheets and new allotments, then payroll module provides the full-featured payroll processing by calculating earnings, benefits, and deductions and generates a report for final review and modification prior to printing.

The Payroll Accounting Clerk disburses the payroll checks on Wednesday of the payday week. Individuals sign out their paychecks upon receipt. Individuals picking up other employee's paychecks must present a written authorization.

In the event of lost/damaged checks, it is the responsibility of the employee to notify Business Office staff immediately. A re-printing fee will be assessed and charged to the employee.



## 5. Travel Procedures

The College shall provide adequate funds to support authorized travel of any staff of the College. Those traveling on behalf of the College shall exercise the same care in incurring expenses that a prudent person would when traveling on personal business.

- a. **Purpose of Travel:** It is the declared policy of the College that all travel must be performed either for the direct benefit of the College or to fulfill a real and legitimate obligation of the College. With this purpose in mind, all departments shall exercise prudence in sponsoring off-island travel. Request for travel for temporary, probationary, or non-college employees must accompany a separate justification for such travel.
- b. **Travel Authorization:** The Chairman of the Board of Trustees authorizes travel for Board members and the President of the College. The President of the College authorizes all other College travel.

The travel request shall be prepared by the requesting department and submitted to the Business Office at least ten (10) business days prior to the starting date of the travel. The planned itinerary shall be attached to the travel authorization. The College shall make necessary arrangements for the issuance of the airline ticket based on the planned itinerary. See Appendix B4 for the Travel Authorization Form.

- c. **Travel Reimbursement:** Those traveling on official College business may be reimbursed for allowable costs incurred based upon Actual Expenses.
- d. **Per Diem:** A person may request the per diem rate times the travel days without submitting documentation of the costs for meals and lodgings for the travel period. Example: A traveler travels five days to Chicago. He or she may request a per diem of \$1,500 (5 x \$300). He or she does not have to submit any receipts for meals or lodging. If he or she incurred other expenses on the list of Allowable Expenses, such as car rental or laundry, he or she must submit receipts for such expenses.

The traveler may use only one method (per diem or actual) for the entire trip. That is, he or she may not claim per diem on certain days of the trip and actual on other days of the same trip. The per diem rates shall be as follows:



- ◆ US Mainland, Hawaii, and Japan: \$350 per day.
  - ◆ All other areas: \$250 per day.
- e. **Ground Transportation:** Traveler is entitled up to \$75 per day for ground transportation for off-island trips.
- f. **Travel Day:** The traveler will be entitled to the per diem rate for each travel day of official travel. While no more than two (2) days of per diem or expenses for traveling may be claimed before the beginning of official business, the authorizing officer may make exceptions under extenuating circumstances.

To determine the number of travel days in a trip, one counts the number of midnights that the traveler is on travel status. Travel status begins two (2) hours before scheduled takeoff at the airport and ends three (3) hours after touchdown.

Example: A person leaves Palau at 1:45 a.m. on March 4 and returns to Palau at 9:00 p.m. on March 6. The trip has four (4) travel days: March 3, 4, 5, and 6. March 3<sup>rd</sup> is counted because of check-in at 11:45 p.m. on March 3.

If a traveler goes on annual leave during the trip, his or her travel days end at the last day of business.

- g. **Domestic Travel and Trips of Less Than One Day:** Under domestic travel and trips of less than one (1) day, the traveler is entitled to all allowable expenditures as listed; however, the traveler is not entitled to per diem.
- h. **Airline Delays:** If a person is not able to return as planned due to airline delay or circumstances beyond his/her control, the travel status may be extended by the authorizing officials.
- i. **Allowable Expenses**  
Charges for the expenses listed below will be allowed when incurred for official business of the college and approved by the official who authorized the travel.  
Note: The term **lodging** does not include accommodations on airplanes, ships or trains.
- Allowable expenditures include all charges for:
    - ✓ Meals



- ✓ Lodging
- ✓ Laundry, cleaning and pressing of clothing
- ✓ Excess and oversize baggage charges
- ✓ Telephone, Fax Telex, Internet Surcharge or other communication services
- ✓ Ground transportation
- ✓ Rental of word processing machines
- ✓ Guides
- ✓ Interpreters
- ✓ Packers
- ✓ Drivers of vehicles and/or boats
- ✓ Storage of property
- ✓ Transfer/Storage of baggage
- ✓ Rental of meeting/conference room
- ✓ Conversion of currency
- ✓ Check cashing charges
- ✓ Travelers checks
- ✓ Entertainment expenses
- ✓ ATM fees
- ✓ Travel Visa fees
- ✓ Travel Tax and related expenses
- ✓ Other expenses as approved by authorized official

- j. Travel Days Between Official Business:** It may be in the best interest of the College to send a traveler to two (2) conferences or meetings while on the same trip. If there are open days between the meetings, the traveler and the person authorizing the travel should discuss whether the days in between will be considered annual leave or workdays, and whether they will be considered travel days for the purpose of per diem. The decisions on such matters should be recorded on the travel authorization or a separate memorandum.
- k. Meals:** In certain cases, a traveler may either charge three (3) meals a day at a restaurant or buy food at a grocery store. Meals may not exceed \$25 per day for domestic and \$75 for off-island travel.
- l. Salary While on Travel Status:** The traveler shall be on administrative leave and receive regular salary during the authorized travel time.



**m. Leave While on Travel Status:**

- **Annual Leave:** The traveler who wishes to be on annual leave during travel status must obtain a written approval prior to the start of the travel.
- **Sick Leave:** Whenever the traveler takes sick leave due to illness or injury not due to his or her own misconduct, the prescribed per diem shall continue for period not to exceed ten days. The approved leave form shall accompany the travel clearance.

**n. Baggage:**

- **Excess Baggage:** Baggage in excess of the weight or of size greater than carried free by transportation companies will be classed as excess baggage. Claims for reimbursement for excess baggage charges may be authorized through travel clearance, provided the expenditure is justified in writing and supported by receipts showing weight and the content of the excess baggage.
- **Transfer of Baggage:** Necessary charges for the transfer of baggage are allowable.
- **Storage of Baggage:** Charges for the storage of baggage are allowable when it is shown that such storage was solely on account of official business.

**o. Communications While on Travel Status:**

- **Local Calls:** Charges for local telephone calls on official business are allowable. The travel clearance shall show the number of such calls, total amount expended and justification that the calls were on official business.
- **Long Distance Calls:** Charges for long distance telephone calls on official business are allowable provided the traveler furnishes a statement showing the name and phone number of the party called, the points between which services were rendered, the date and time, the amount paid on each call, and the justification that the calls were for official business.
- **Personal Calls:** The person on official travel of the College is entitled to personal phone calls per week but not to exceed \$50.



- p. **Method of Payment:** Where cash payment is made for expenses listed in Allowable Expenditure, reimbursement for the charges actually made may be allowed if receipts show the quantity, unit, and unit price to support the claim in the Travel Voucher.
- q. **Rental of Meeting/Conference Room for Official Use:** When necessary to engage a room at a hotel or other place in order to transact official business, a separate charge therefore will be allowed when approved by the official who authorized the travel.
- r. **Conversion of Currency and Traveler's Check:** Commissions for conversion of currency in foreign countries and charges for issuing and cashing of traveler's checks may be allowed based on Travel Advance.
- s. **Representation:** Expense for entertainment must be specifically authorized on the travel authorization. Paying for someone else's meal while discussing official business is considered entertainment and is therefore considered allowable cost.

Entertainment expenses incurred while on travel status must be justified in writing, stating:

- Date of the transaction
- Specific purpose of entertainment or nature of business benefit derived or expected to be derived
- Specific names and occupations for those persons entertained

The justification must be accompanied by supporting receipts indicating the amount of expenditures and the name and address of facility used for entertainment. Such an expense is reimbursable only if directly in connection with the transaction of official business for the College.

t. **Travel Advance:**

- **Advance of Funds:** The traveler is given an advance of 90% of the authorized per diem and 100% of the conference fees and other miscellaneous allowances. Advances to travelers are considered by the College as a receivable until the account is settled in travel clearance.
- **Release of Travel Advance and Other Travel Documents:** The traveler may pick up the Travel Advance, Travel Authorization and Airline Ticket three working days before



the travel begins. These three travel documents must be issued together in order for the traveler to have full understanding of the funds he/she is accountable for.

- u. **Travel Voucher:** The traveler must file Travel Voucher within ten (10) working days from the ending date of the travel. All claims for reimbursement of travel expenses shall be submitted on this form, found on the back of the Travel Authorization form. All claims must be itemized and supported by receipts and other acceptable supporting documents.
- **Foreign Currency:** Persons traveling in countries that do not use the US dollar should report their expenditure by item, in the foreign currency. The total expenditure in foreign currency must be converted into US dollars at the rate or rates at the time which the foreign currency was obtained. Every time money is converted, the traveler should obtain a receipt of the commission charged.
  - **Trip Report:** A copy of the trip report summarizing the activities of the trip shall be attached to the travel voucher. The trip report should be addressed to the President through the appropriate department head.
  - **Recovery of Advances:** The traveler must file the travel voucher within ten (10) working days of the return date of the travel. Once determined to be complete, the Business Office will review the voucher and either issue a payment to the traveler for the balance of the authorized travel cost, or advise the traveler of the amount owed to the College if the amount expended is less than the amount issued as Travel Advance. If the traveler fails to pay the College within thirty (30) days of the notice, the Vice President of Administration & Finance may initiate appropriate actions for the recovery of the funds, including recovery through off-set of salary due to the person to whom the advance was granted.
  - **Pristine Paradise Environmental Fee:** Upon returning, the traveler must return the \$100 refundable pristine paradise environmental fee to the College. When turning in travel voucher, have the \$100 submitted with all necessary documents to the Business Office no later than the ten (10) working days of the return date of the travel.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall, in writing, notify the Business Office and the President, and return any advances that may have been made. If the advance is not returned within ten (10) days, the Vice President of Administration & Finance may initiate appropriate actions for recovery of the funds advanced, including recovery through off-set of salary due to the person to whom the advance was granted.



- v. **Mode of Transportation:** Transportation includes all necessary official travel on airlines, buses, streetcars, taxicabs (Lyft, Uber, Grab, etc.), boats, and other usual means of conveyance.

All College supported travel shall be by the most direct and economical route, taking into consideration the safety and well-being of the traveler. Exception may only be made by the President of the College through approval of the Travel Authorization.

Rental of automobiles, taxicabs, and other means of conveyance is allowable if authorized through Travel Authorization. The traveler may ask for collision and liability insurance for rental car.

Other allowable costs for taxicabs include transportation between places of lodging or business, and where meals are eaten. Upon claiming this expense, the traveler must attach supporting receipts to the travel voucher. Without prior approval, the expense will be disallowed even though sufficient documentation to cover the expenses is provided.

- w. **Receipts:** Receipts are required for all claimed expenditures, except for food and lodging if per diem is claimed. In the event a traveler is using the actual method instead of the per diem method, allowable expenses (lodging, ground transportation, etc.) receipts must be submitted in its original form without alterations. In case there are erasures and alterations, Business Office will require justification from the traveler.
- x. **Extension of Travel Time:** The extension of official travel for the College requires prior approval by the person authorizing the travel. In the event a traveler has embarked on the trip, he/she may obtain the approval of the department head through the phone or other means of communication.
- y. **Frequent Flyer Programs:** All College personnel enrolled in any travel bank of frequent flyer airline program while traveling on College funds shall be entitled to the benefits earned for his/her own personal use.



## **PART V: INTERNAL CONTROL MEASURES**

### **A. MANDATORY AUDIT**

The College undergoes an annual audit that is conducted by an independent accounting firm. This practice enables the College to assess its internal control practices and make necessary improvements to ensure transparency and compliance with funding sources and appropriate laws and regulations such as RPPL 4-2, established accounting standards, and accreditation standards.

### **B. INVENTORY CONTROL PROCEDURES**

#### **1. Purpose**

These procedures are issued to provide guidelines and procedures regarding stewardship required for property assets of the Palau Community College, to assure the College equipment is used only for educational, research, or public service purposes of the College.

#### **2. Policy on Use and Movement of College Property**

Vice President of Administration & Finance is accountable for the supervision, control, and inventory of the College's property and requires such property, except for expendables, be inventoried annually.

Accountability for security to prevent misuse or loss of College plant property as well as the responsibility for the location, custody, and maintenance of such property, and communicating changes to the Business Office and Physical Plant Office has been delegated to the Deans, Department Heads and Directors of the area for whom it was procured or to whom it has been assigned regardless of funding source.

Responsibility for performing monthly inventory of plant property and maintaining inventory records is delegated to the Deans, Department Heads and Directors of the area for whom it was procured or to whom it has been assigned. The detailed inventory records for the College are maintained within the Business Office and the Physical Plant Office. As new items are acquired, the receiving department is responsible to contact the Physical Plant Office to tag items. If items are to be transferred from one office to another, it is the responsibility of the transferring office to complete the Fixed Asset Form (see Appendix B5) before the transfer takes place. At the end of the month, all offices, departments, and divisions are responsible to submit their inventory list to the Business Office and Physical Plant Office.

Plant property, for the purpose of inventory control, is defined as furniture, furnishings and equipment which have a value of \$1,000 or greater and a useful life of one year or more. All items meeting these criteria will be tagged and inventoried. Specific exceptions to the tagging policies may be made if the Vice President of Administration & Finance determines that tagging an item is not practical.



Expendable property, which is any item which is consumed or becomes unidentifiable with use, is categorized as supplies. Property which is not expendable, but does not meet the criteria to be inventoried delineated in the preceding paragraph, and are valued at \$100 to \$999.99 will be recorded using the physical inventory form and be submitted also to the Business Office. Additionally, an item which becomes part of a building or facility, regardless of acquisition value, will not be classified as plant property. All employees have the responsibility for the prudent use, care and safeguarding of College property. The fact that a piece of property is valued at less than \$1,000 and is not recorded as fixed asset does not alter this responsibility.

### 3. Custodianship Duties and Responsibilities

Department Heads are delegated the responsibility of maintaining proper accountability and control of the property within their jurisdiction. Fulfillment of these responsibilities on behalf of the Department Head may be delegated but the ultimate responsibility remains with the Department Head. Specific responsibilities regarding College property are as follows:

- Know the location of all equipment in their inventory and assure that such equipment is reasonably secure from possible theft and other hazards. Report any changes in location to Business Office. This is critical for proper stewardship and essential for insurance management purposes.
- Assure that assigned equipment is being used in the best interest of the College.
- Provide assistance as needed to Business Office personnel who are taking inventory by placing identification tags on equipment and submitting information to the Business Office and Physical Plant.
- Review, verify and respond to an annual inventory report of the status of departmental inventory provided by the Business Office and complete all required actions prompted by the findings of the annual inventory within fifteen (15) working days of receipt. Those actions include, but are not limited to, identifying any equipment not currently on inventory list, preparing a written request to Public Safety to investigate missing property, and preparing written documentation attesting to the disposition of any property due to loss, transfer, cannibalization, etc. In the event a response from the Department Head is not received regarding property that cannot be located within the allowed time, Inventory Control will report that property as missing with Public Safety for formal investigation.
- Department Heads must assure that their faculty, staff and students are informed that property acquired for a specific individual's use remains College-owned property after the individual's position is terminated.

When accountability is changed, Business Office should be notified in writing, using the Fixed Asset Form, within ten (10) days of the appointment. Notification should include the name and telephone number of the appointee.

### 4. Inventory Control Duties and Responsibilities

Business Office receives a monthly report that lists all goods and equipment purchased for \$1,000 or more. If plant property valued at \$1,000 or more is acquired through means other than purchase and delivered



directly to a department, it is the Department Head's responsibility to notify Business Office of the acquisition.

Physical Plant personnel or designated department representative will physically affix property tags within ten (10) working days of determination of requirement or notification.

Inventory Control personnel will perform an annual physical inventory in each department and will submit a progress status report to the Director of Finance. Physical Plant personnel must physically verify the location and tag number on all plant property listed on the plant property inventory list.

After completion of the physical inventory, Physical Plant personnel will report the findings to the Department Head for review and action if required. The Department Head has fifteen (15) working days to respond if necessary. Inventory Control will report all missing property to the Vice President of Administration & Finance who will then report to the Public Safety for investigation if not previously reported by the department.

Upon receipt of Fixed Asset Form, Inventory Control personnel will forward a copy to Human Resource Office for insurance updating.

## **5. Temporary Removal of Property from College Premises**

College property should only be used for official purposes. Generally, no one is permitted to remove from the College premises any property belonging to the College, even though it has been purchased with grant funds or may seem to be of no value, unless it is removed under established guidelines as noted below.

College property may be temporarily removed from the College premises without written permission from the appropriate Department Head, Dean or Director when it is integral to a person's role for which they have been hired or aids them in accomplishing their primary mission (e.g. teaching in the field, performing research off campus, attending meetings off-site.) When there is a unique or special task or circumstance, outside of a person's regular duties, and it is determined that the temporary removal of property will advance College programs or activities, written permission may be granted by the appropriate Department Head, Dean or Director. Permission should include a description of the equipment, condition, any serial number, and the College Property tag number and should be recorded using a Fixed Asset Form, the original to be forwarded to Business Office with a copy kept on file by the department. The person or official representative of the entity to which the property is temporarily assigned must utilize the property for College related business or activities, and agree to assume responsibility for the property during the time it is removed.

Furthermore, the person or entity to which property is assigned, specifically for a task, or peripherally in their role, may be liable for any losses, damage or destruction, or impairment of function or useful life of the equipment that may result due to negligence or carelessness.



## 6. Missing Property

If property is discovered missing, College President and Vice President of Administration & Finance shall be informed and immediate request shall be made to the Public Safety to have the loss investigated. A Fixed Asset Form shall be sent to the Business Office by the department experiencing the loss, as well as a copy of the Public Safety Officer's report. The Business Office will file a request to remove the property from the Inventory Control List with copies of the "Fixed Asset Form" and the report from Public Safety.

## 7. To Transfer Property

The releasing Department Head, with the approval of the Vice President of Administration & Finance, must fill out the Fixed Asset Form. Each department will keep a copy and the releasing unit will submit the original to the Business Office. If necessary, departments should request assistance from Physical Plant, in moving the equipment.

## 8. To Relocate Property

The Department Head is responsible for the equipment and shall complete a Fixed Asset Form, indicating the new location of the property and submit the original to the Business Office and retain a copy for the department file.

## 9. To Cannibalize Property

Before a department may cannibalize or dismantle property for parts, approval of the Department Head is required using a Fixed Asset Form with a description of where the parts will be used. The Fixed Asset Form should be submitted to the Business Office and a copy maintained by the Department.

## 10. To Salvage or Surplus Property

Salvage property items are those that are irreparable or whose present value is less than their cost of repair. Surplus property is useable or repairable at a cost less than the present value of the item, but is no longer needed by the College. After properly indicating whether the property is surplus or salvage, the Department Head is responsible for the property and shall fill out a Fixed Asset Form and submit it to the Business Office. The form should indicate when the property can be picked up.

## 11. To Trade or Request Other Changes

The "Other" classification on the Fixed Asset Form may be used to report property traded (reference should be made to the purchase order number on which the trade is indicated) and other unspecified changes in accountability. An example of "other changes" would be returning tagged property to a vendor for replacement. The type of transaction should be indicated and the original shall be submitted to the Business Office. A copy should be kept in the files of the department that is responsible for the property.



## PART VI: PROPERTY MANAGEMENT

### A. MAIL SERVICES

#### 1. In-Coming Mail:

- a. **Hand Delivery:** All mail delivered to the Business Office is sorted and placed in the mailbox of the receiving office which is located at the Business Office. This is conducted by a designated Business Office staff.
- b. **Post Office Mail (PO Box 9):** A designated Maintenance personnel shall check mail on a daily basis. Such personnel will pick up outgoing mail at the Business Office and deliver them to the Post Office. He/she then picks up the incoming mail and delivers them to the Business Office for sorting.
- c. **Post Office Mail (PO Box 370):** A designated Student Service personnel shall check mail on a daily basis. Such personnel shall pick up incoming mail and deliver them to the Dean of Students Office. The office staff sorts the mail and prepares the mail list for posting on the bulletin boards.

2. **Out-Going Mail:** All out-going mail must be brought to designated Business Office personnel who will process them for mailing. In order for out-going mail to be delivered to the Post Office the same day, they must go to Business Office before 12:00 noon.

#### 3. Handling of Suspicious Mail:

- a. Any mail suspected of having been tampered with shall immediately be referred to the Vice President of Administration & Finance who will take proper action, including notification of appropriate law enforcement officials.
- b. Any mail containing a ticking device shall immediately be referred to the Vice President of Administration & Finance who will take proper action, including implementation of section 6 letter E of the Emergency Procedures Manual and notification of appropriate law enforcement officials.



## B. FACILITIES SCHEDULE AND USE

Assignment of space is made for a specific use and is usually made to a department or to a specific office within a department by the President of the College. The President has assigned all students resident housing to the Dean of Students; all instructional space (i.e., general purpose classrooms, teaching laboratories, and lecture rooms) to the Dean of Academic Affairs; CE Training Room and Chibokill Conference Room to Dean of Continuing Education; Research & Development Station in Ngermeskang and Multi-Species Hatchery in Ngermetengel to Vice President of Cooperative Research & Extension; and all others to the Vice President of Administration & Finance and the Office of the President.

Any change in use, assignment, or modification of space shall be approved by the President. The following list provides guidelines concerning types of changes that require such approval:

1. Change in the use of space within the existing building (e.g., changing use of a room from a classroom to a research laboratory or an office to a conference room).
2. Reassignment of use of space from one office or department to another.
3. Assignment of space within a new building or a building that has been vacated and is being reoccupied.
4. Renovation or changes in physical characteristics of buildings, or rooms within buildings.
5. Leasing of any College buildings.

All requests for use of College facilities, internally and externally, shall be initiated by completion of the Facilities Reservation Form (see Appendix B6a, B6b, B6c, B6d) of the appropriate department. The completed request shall be forwarded to appropriate department/division head according to the above-prescribed facilities assignments for approval. Only the President may change or waive the charges.

## C. COPYING AND COPYRIGHT

1. **Copying:** Copying services for students are available at the Library and Student Services, while College staff can go to Continuing Education Office and the Office of the President. Copies are available at 10¢ per page. The price is subject to change relative to market forces.
2. **Copyright(s):** The reproduction of published works or printed materials is a violation of copyright laws. Violation of these laws could place both the user and the institution in legal jeopardy. However,



the U.S. Copyright Law cites examples of activities that courts have regarded as “Fair Use.” Some of the purposes for which reproduction of a particular work may be considered “Fair Use” are criticism/critiquing, comment, news reporting, teaching and research. Four factors to be considered when determining fairness of use:

- a. Purpose and character of use (such as commercial nature or for nonprofit educational purposes)
- b. Nature of the copyrighted work
- c. Amount and substantiality of the portion used in the copyrighted work as a whole
- d. Effect of the use upon the potential market for or value of the copyrighted work.

If in doubt, obtain permission from the owner or consult an attorney, otherwise DO NOT reproduce a published work or printed material.

#### **D. VEHICLE POLICY STATEMENT**

The purpose of this section is to regulate the usage of College vehicles. Each department is assigned vehicles for the purpose of carrying out College related work. The departments will be responsible for the usage and maintenance of vehicles assigned to each of their areas. The following are guidelines that each department will follow in terms of vehicles usage.

1. Employees using College vehicles after working hours must obtain written authorization from the President.
2. Establish a sign in/sign out sheet for use of College vehicles.
3. College vehicles are to be utilized only for College related work.
4. College vehicles are to be strictly utilized during regular working hours. Usage of College vehicles during weekends and evenings must have written authorization from the College President. The written authorization must be carried at all times.
5. Use of vehicles under the care of another department or division may be approved by respective department/division head.
6. College vehicles must be operated by College personnel only.
7. Employees using College vehicles must have valid driver’s license.
8. Accidents and/or damages to College vehicles must have police report, if not, the employee responsible may be liable for any and all damages.



## E. DISABILITY ACCESS

In compliance with Americans with Disability Act (ADA) requirements, most College facilities are accessible to people with disabilities. All designated disability facilities are reserved for those with disabilities. The College will try its best to meet the ADA requirements. Anybody with disability related questions or concerns may consult the Dean of Students or Vice President for Administration & Finance.

## F. RETENTION/DISPOSAL OF RECORDS

Department Heads are responsible for ensuring the proper storage/disposal of official records. The following guidelines shall be followed:

- The records must be boxed and labeled. The label should reflect the contents and ownership of the records. Official records and their backup copies shall not be stored in the same building. Official records of the College are to be retained for a minimum of five years. The Department Head shall determine which records are to be retained beyond five years.
- All official records of the College chosen to be disposed must get approval from the Department Head. The Department may request assistance from the Physical Plant to handle the actual disposal.
- Once the Physical Plant receives approval to destroy the records, it is their responsibility to ensure that the disposed records are unusable or cannot be reconstructed.

## G. COLLEGE LOGO AND USE

1. **Logo:** The following represents, in exact artwork, design, colors and lettering, the entire Palau Community College logo. Any alteration in any manner is prohibited.



2. **Official Colors:** The official colors of the College are Forest Green, PCC Green and Royal Blue.
3. **Endorsement:** The College does not permit outside use of its name in any announcement, advertisement, publication, or report if such use in any way implies the College's endorsement of a particular product or services. Any firm or its advertising unit or agent requesting the use of the



College's name, logo, pictures of facilities of the College, including campus map, for sale or advertising purposes, or requesting the use of any copy relating to such pictures of facilities, must be referred to the President of the College. Only the President of the College may authorize such use.

#### **4. Design and Use of Institutional Letterhead:**

- a. The design of Palau Community College's letterhead is the College's logo above, in exact design, artwork, lettering and colors, along with complete mailing address located on the top left corner of the page, preferably on a classic laid continental blue paper (see Appendix B7).
- b. The use of institutional letterhead shall be restricted to communications pertaining to College business or related academic purposes.

Accordingly, institutional letterhead may not be used for personal communications, such as Letters to Editor, solicitations for charities, political endorsements or petitions, commercial endorsements or advertisements.

If uncertain, consult with your department head or obtain approval from the President of the College.

The institutional letterhead must be used in its original form as described above for both internal and external communications. If the preferred classic laid continental blue paper is not available, substitution may be made using a regular white paper. If the electronic copy of the letterhead is not available in your computer, please contact the college's technology support personnel.

- c. Departments and administratively unified programs of the College may develop their own stationary in parallel with the College's letterhead, provided:
  - The College's letterhead is not altered with in any manner, including its location at the top left corner of the page.
  - The President of the College reviews and approves such stationary prior to its use.
- d. Inclusion of the name(s) or logo of any other institutions or organizations with PCC letterhead requires approval by the President of the College.



## **PART VII: MESSAGES TO THE STUDENTS**

### **A. CALLS OR INQUIRIES**

Any call or visitor inquiry for a student is referred to the Dean of Student's Office and is handled in the following manner:

- 1) Consult class and work-study schedule for the student's whereabouts.
- 2) Deliver the message to the classroom or call the student at the work-study site.
- 3) If a student is not in class or at work, locate the student on campus.
- 4) If a student could not be located, wait and deliver the message to his/her next class session or send an email to student email, if not an emergency message.
- 5) If it is an emergency message, inform the person that the student could not be located.

### **B. DELIVERY OF COURT ORDER/PROCEEDINGS FOR STUDENTS**

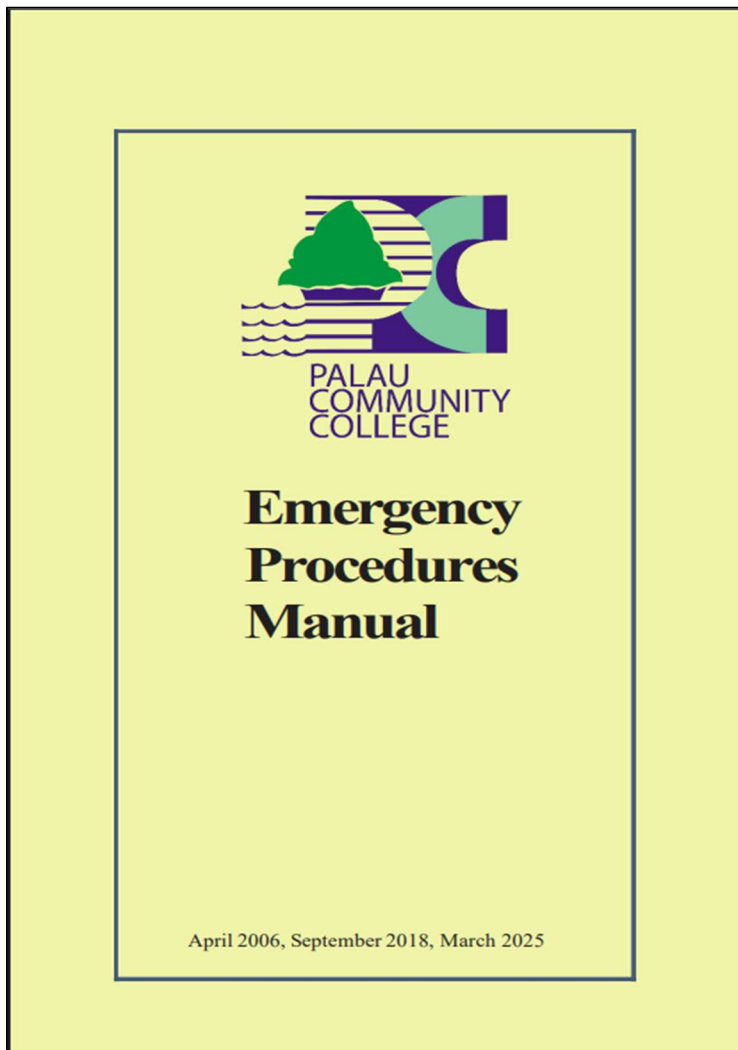
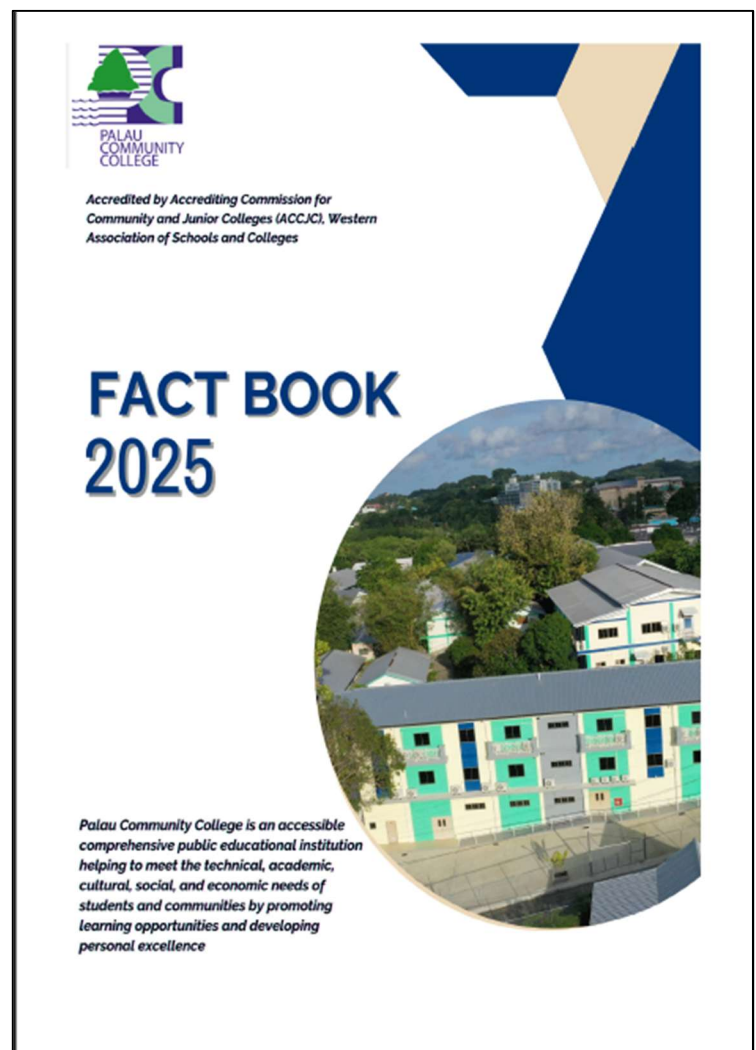
A court marshal or police officer seeking a student to deliver court order/proceedings should be directed to the Dean of Student's Office.

Dean of Students or designee seeks the student in the classroom or campus premises. The staff accompanies the student to the office for a meeting or to receive the court order.



## PART VIII: APPENDICES

## PCC OTHER DOCUMENTS

**Appendix A1  
Emergency Procedures Manual****Appendix A2  
Fact Book**



### Appendix A3 Personnel Rules & Regulations Manual

#### Personnel Rules & Regulations Manual



Palau Community College

Approved	December 1993
Revised	October 2005
Revised	February 2016
Revised	January 2019
Revised	November 2021

### Appendix A4 General Catalog

Photo by Rubie Kuanagas

PALAU COMMUNITY COLLEGE

**2024-2028**

GENERAL CATALOG

SCAN ME TO

DOWNLOAD A COPY

P.O. Box 9  
Koror, Palau 96940

(680) 488-2470/2471

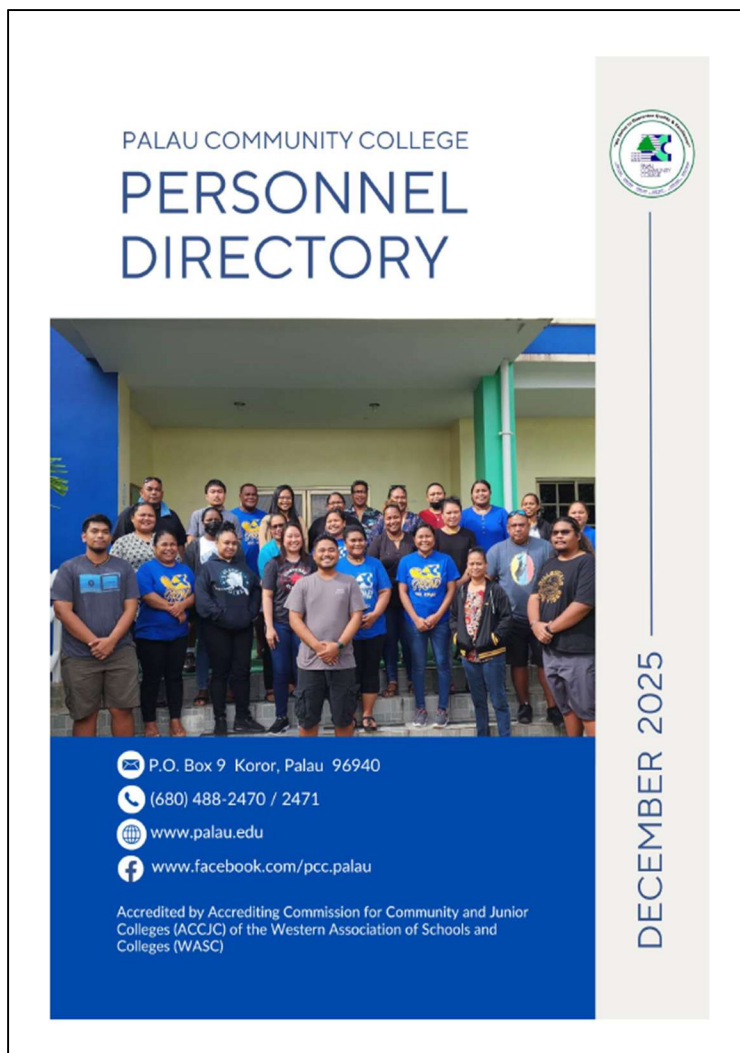
pcc.palau.edu  
www.palau.edu

facebook.com/pcc.palau

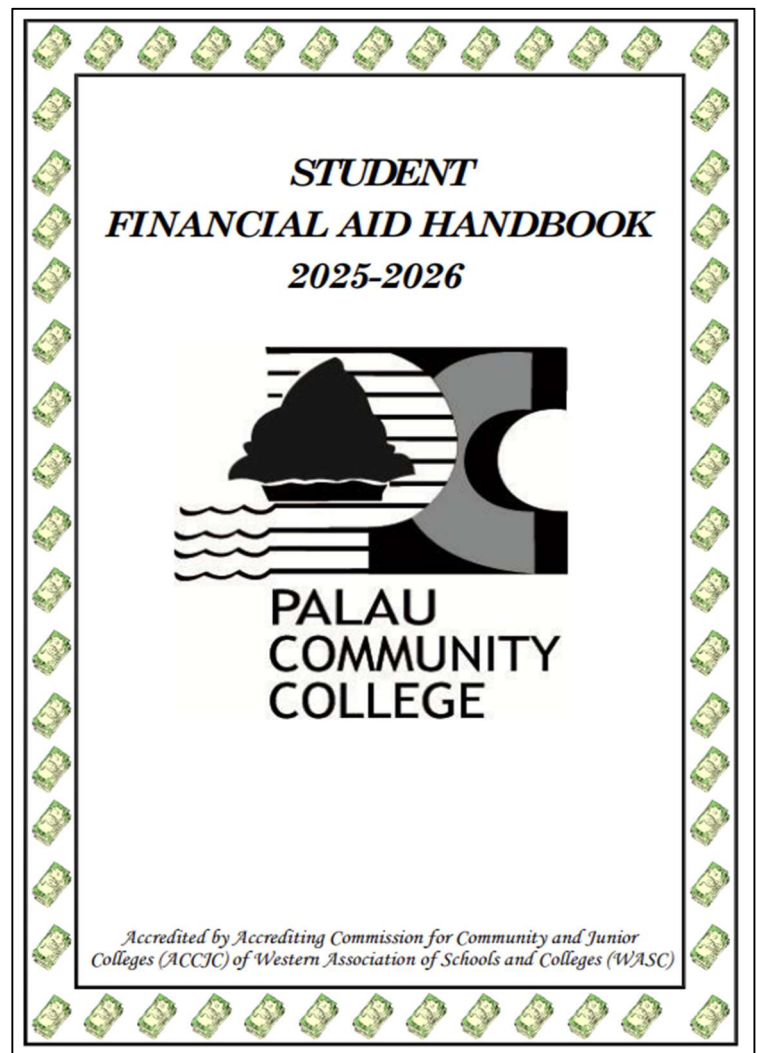
Accredited by Accrediting Commission for Community and Junior Colleges (ACCJC)  
of the Western Association of Schools and Colleges (WASC)



### Appendix A5 Personnel Directory

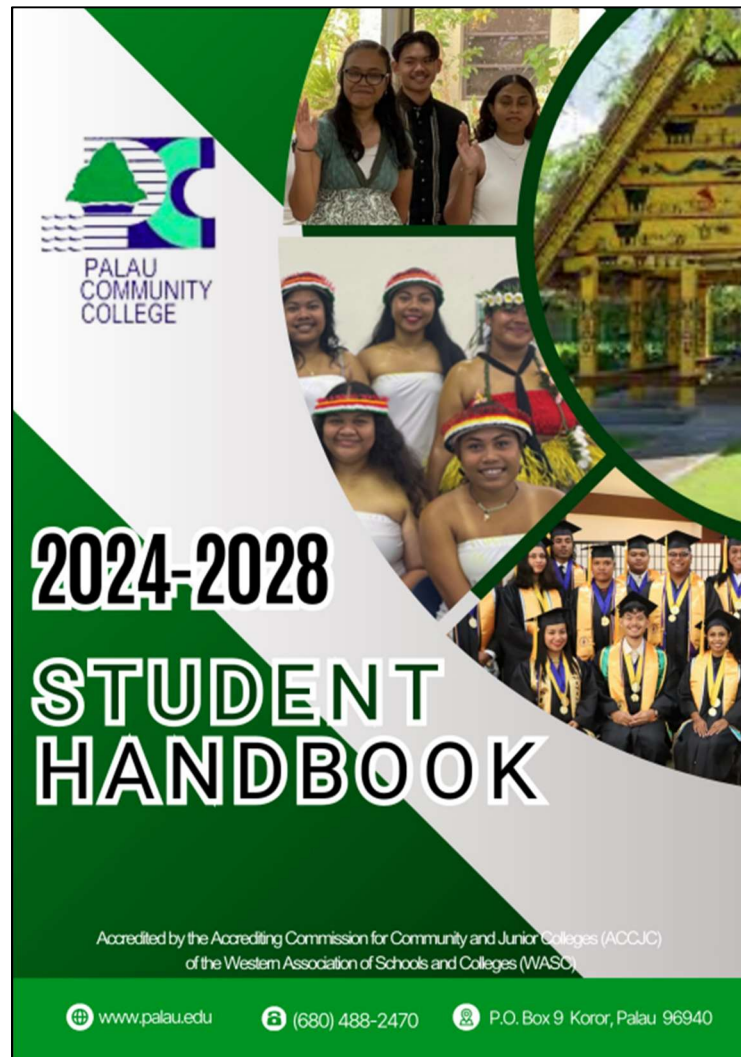


### Appendix A6 Student Financial Aid Handbook






Appendix A7  
Student Handbook





## PCC FORMS

### Appendix B1 Supply and Equipment Requisition



**PALAU COMMUNITY COLLEGE**  
SUPPLY AND EQUIPMENT REQUISITION FORM


Internal [    ]  
External [    ]

Requesting Office		Date		Requisition No.		Purchase Order No.	
Vendor Name & Address				Delivery Address		Price Source	
No	Items/Services Description	Qty	Unit	U. Price	T. Price	Fund/Org	Sub Acct
1					-		
2					-		
3					-		
4					-		
5					-		
6					-		
7					-		
8					-		
9					-		
10					-		
11					-		
12					-		
13					-		
14					-		
15					-		
16					-		
17					-		
18					-		
19					-		
20					-		
Status: Pending <input type="checkbox"/> Completed <input type="checkbox"/>				Sub Total		-	
				Discount		-	
				Total Cost		-	
				Page:			
Justification: [How will this procurement lead to, or improve student learning outcomes? (SLO)]							
Requestor	Date	Division Head	Date	Department Head	Date		
Director of Finance	Date	VP of Admin & Finance	Date	PCC President	Date		
BUSINESS OFFICE USE ONLY:		DATE RECEIVED		INITIAL			

Distribution: Original - Accounts Payable (attached to PO) Duplicate - Originator

Original 1994/Rev. June 2006/December 2011/December 2015/June 2023

### Appendix B2 Inter-Departmental Work Order Form



**PALAU COMMUNITY COLLEGE**  
**INTER-DEPARTMENTAL WORK ORDER**

Date \_\_\_\_\_  
W.O. # \_\_\_\_\_  
Perf. Dept. \_\_\_\_\_  
Div. Head \_\_\_\_\_  
Vice Pres. \_\_\_\_\_

WORK REQUESTED BY: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

Location & Nature of Work to be Done: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

To: \_\_\_\_\_ Date: \_\_\_\_\_

The above work should be completed by: \_\_\_\_\_

Materials	Unit Cost	Total Cost
TOTAL COST		\$ -


\_\_\_\_\_  
Account Number Charged

THE ABOVE JOB WAS COMPLETED TO MY SATISFACTION. \_\_\_\_\_  
Requestor

Original - Customer; Duplicate - Business Office; Triplicate - Performing Department



### Appendix B3 External Work Order Form



**PALAU COMMUNITY COLLEGE**  
 P.O. Box 9  
 Koror, Republic of Palau 96940  
 Tel: (680) 488-2470  
 Fax: (680) 488-2447

**EXTERNAL WORK ORDER**

**TO BE COMPLETED BY REQUESTOR:**

Name & Phone # \_\_\_\_\_

Nature of the Job \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby authorize the above work order to be performed by PCC. I understand that such work is being performed for educational purposes and that there will be no guarantee for parts or service. I agree to pay all charges before the work product is returned to me unless other arrangements is authorized by PCC. I understand I understand further that PCC's students are still in the state of learning and not responsible for any and all loss, damage, or destruction of any article or articles I deliver to PCC in connection with this work order, whether the cause of the loss, damage or destruction is accidental, negligence or otherwise.

\_\_\_\_\_  
Signature

**TO BE COMPLETED BY PERFORMING DEPARTMENT AND STUDENT:**

To: \_\_\_\_\_

We agree to perform the above work on \_\_\_\_\_ and estimate cost to be \_\_\_\_\_

Name: \_\_\_\_\_ Started on: \_\_\_\_\_ Completed on: \_\_\_\_\_

Date	In	Out	Total
Total Hours			\$ -

Description	Unit Cost	Total
Labor Fee	lot	\$ -
Total Cost of Materials		\$ -

I certify that the above job has been checked and completed.

Performing Department \_\_\_\_\_

Student \_\_\_\_\_

Total Cost \_\_\_\_\_

**TO BE COMPLETED BY THE BUSINESS OFFICE:**

Payment Received By \_\_\_\_\_

Receipt No. \_\_\_\_\_

Amount Paid \_\_\_\_\_

Original - Customer; Duplicate - Business Office; Triplicate - Performing Department

W.O. # \_\_\_\_\_

Date \_\_\_\_\_


Perf. Dept. \_\_\_\_\_

Div. Head \_\_\_\_\_

Vice Pres. \_\_\_\_\_

Phone: \_\_\_\_\_

### Appendix B4 Travel Authorization Form



**Palau Community College**  
 P.O. Box 9  
 Koror, Republic of Palau, PW 96940  
 Tel: (680) 488-2470 Fax: (680) 488-2447  
 WWW. Palau.edu

**TRAVEL AUTHORIZATION**

1. DATE \_\_\_\_\_

2. T.A. No. \_\_\_\_\_

3. NAME \_\_\_\_\_

4. TITLE \_\_\_\_\_

5. OFFICIAL STATION \_\_\_\_\_

6. ACCOUNTING OFFICE \_\_\_\_\_

(You are authorized to travel as indicated below and to incur authorized expenses only.)

**7. DESTINATION:**  
FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**8. PURPOSE:** \_\_\_\_\_

**9. PER DIEM ALLOWANCE:**

Palau: \_\_\_\_\_ (state)

Micronesia: \_\_\_\_\_ (state)

United States: \_\_\_\_\_ (state)

Other Countries: \_\_\_\_\_ (state)

**10. DURATION:** Beginning on: \_\_\_\_\_ Ending on: \_\_\_\_\_

**11. Other Remarks:** \_\_\_\_\_

**ESTIMATED COST:**

12. Transport (Airfare) \$ \_\_\_\_\_

18. Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

13. Ground Transportation \$ \_\_\_\_\_

19. Department Head \_\_\_\_\_ Date \_\_\_\_\_

14. Per Diem/Stipend \$ \_\_\_\_\_

20. Director, Finance \_\_\_\_\_ Date \_\_\_\_\_

15. Fees (meeting, etc.) \$ \_\_\_\_\_

21. VP, Administration & Finance \_\_\_\_\_ Date \_\_\_\_\_

16. TOTAL \$ \_\_\_\_\_

22. [ X ] President \_\_\_\_\_ Date \_\_\_\_\_

17. CHARGED TO: ACCT. NO. \_\_\_\_\_

[ ] BOT Chair \_\_\_\_\_

Distribution: Original - File; 1<sup>st</sup> copy - Traveler; 2<sup>nd</sup> copy - Accounts Payable

Rev. 2/06, 10/11, 09/17



## Appendix B5 Fixed Asset Form

PALAU COMMUNITY COLLEGE  
FIXED ASSET FORM

Tag No.: \_\_\_\_\_ Current Assigned Location: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Dept./Building/Room No.

Date Purchased: \_\_\_\_\_

Item Description: \_\_\_\_\_ Serial No. \_\_\_\_\_

Was property purchased with grant funds? ☐ No ☐ Yes Acct. # Charge to: Fund Org. # \_\_\_\_\_ Sub Acct. # \_\_\_\_\_

**Change requested:**

☐ Temporary Removal ☐ Missing/Stolen Property (Attach copy of College Premises  
Public Safety Investigation Report)  
 Employee Assigned to: \_\_\_\_\_

☐ Address of Temporary Location: \_\_\_\_\_ ☐ Pick up for Salvage or Surplus

☐ Transfer to another location/department ☐ When property may be picked up: \_\_\_\_\_

New Building/Room No. \_\_\_\_\_

☐ Surveyed

☐ Not in Service ☐ Other ☐ Damaged ☐ Please explain: \_\_\_\_\_  
☐ Obsolete


Signature of Responsible Department Head \_\_\_\_\_ Signature of Receiver or Department Head (if transferred) \_\_\_\_\_  
 Name Printed \_\_\_\_\_ Name Printed \_\_\_\_\_  
 Department/Phone No./ \_\_\_\_\_ Department/Phone No./ \_\_\_\_\_

Signature of Inventory Control Personnel and Date \_\_\_\_\_  
 Signatures required for Missing/Stolen Property to be removed from inventory.

Vice President of Administration & Finance/Date \_\_\_\_\_ President/Date \_\_\_\_\_

09/17/2012 Send original to Business Office; send a copy to Physical Plant Office and keep a copy for department records.  
 Business Office will return a copy acknowledging the change.

## Appendix B6a Facility Reservation Form (President's Office)

 OFFICE OF THE PRESIDENT  
FACILITIES USE REQUEST FORM

Request Number: \_\_\_\_\_

TO BE COMPLETED BY REQUESTOR:

Date of Request: \_\_\_\_\_

Requestor: \_\_\_\_\_

Agency: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Request for Use of:

☐ Assembly Hall  
☐ Assembly Hall II  
☐ Conference Room  
☐ Board Room  
☐ Others

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of pins: \_\_\_\_\_

\*\*\*Briefly describe your proposed usage:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*\*Other needs/requests (include request to waive or reduce charges):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_


Requestor: \_\_\_\_\_  
 Print Name Signature Date

**Notes:**

- This request form must be used for all requests except Board's and President's meetings
- Request numbers follow the following system:  
 Assembly Hall - A + number beginning with 01, then year (ex. A01-18)  
 Conference Room - C + number beginning with 01, then year (ex. C01-18)  
 Others - O + number beginning with 01, then year (ex. O01-18)
- Maintain a separate logbook for facilities request.



### Appendix B6b Facility Reservation Form (Human Resource Office)



**PALAU COMMUNITY COLLEGE**  
P.O. BOX 9, Koror  
Republic of Palau, PW 96940  
Tel: (488)2470  
Fax: (488)2447

**Facility Reservation Form**

- Department/Individual Borrowing Facility \_\_\_\_\_
- Name of Person Responsible \_\_\_\_\_ Phone# \_\_\_\_\_
- Facility or Classroom # \_\_\_\_\_
- Purpose: \_\_\_\_\_
- DATE \_\_\_\_\_ TIME \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Description	Unit Cost Per Hour	Total Cost
Electricity	\$100.00	

TOTAL COST: \_\_\_\_\_

- Borrower \_\_\_\_\_ Date: \_\_\_\_\_

PRINT/SIGN

**NOTE: Officials/persons borrowing facility or classrooms are responsible for the loss or damage of said facility or classroom and may be required to pay for the damages or loss of such. We do not provide chairs, tables and projector.**

VP, Administration & Finance Approval \_\_\_\_\_ Date: \_\_\_\_\_


Dean of Academic Affairs(Classroom)Approval \_\_\_\_\_ Date: \_\_\_\_\_

Disapproval (Reason) \_\_\_\_\_

Original Copy: Customer  
Copies: Business Office, Performing HRD Office

Revised June 06, 2024

### Appendix B6c Facility Reservation Form (Academic Affairs Office)



**PALAU COMMUNITY COLLEGE**  
P.O. BOX 9, Koror  
Republic of Palau, PW 96940  
Tel: (488)2470  
Fax: (488)2447

**Academic Affairs FACILITY /VENUE Reservation Form**

- Department/Individual Borrowing Facility \_\_\_\_\_
- Name of Person Responsible \_\_\_\_\_ Phone#: \_\_\_\_\_  
Email: \_\_\_\_\_
- Facility or Classroom name and # \_\_\_\_\_
- Purpose: \_\_\_\_\_
- DATE \_\_\_\_\_ TIME \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Description	Unit Cost Per Hour	Total Cost

TOTAL COST: \_\_\_\_\_

- Borrower \_\_\_\_\_ Date: \_\_\_\_\_

PRINT/SIGN

(NOTE: Officials/persons borrowing facility or classrooms are responsible for the loss or damage of said facility or classroom and may be required to pay for the damages or loss of such.)

VP, Administration & Finance Approval \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Academic Affairs Approval \_\_\_\_\_ Date: \_\_\_\_\_

Reason/s for disapproval \_\_\_\_\_

Original Copy: Customer  
Copies: Business Office, Academic Affairs Office

August 27, 2025



## Appendix B6d

### Facility Reservation Form (Continuing Education Office)

## Appendix B7

### Letterhead



Palau Community College  
**Continuing Education Office**  
 P.O. Box 9, Koror  
 Republic of Palau, PW 96940  
 Tel: (680)488-2470 Fax: (680)488-2447

#### Facility Reservation Form

1. Department/Individual Borrowing Facility: \_\_\_\_\_
2. Name of Person Responsible: \_\_\_\_\_ Phone #: \_\_\_\_\_
3. Facility: CE Training Room

Date		Time	
From	To	From	To

Description	Unit cost per hour	Total Cost
	\$50/hr.	

Total Cost: \_\_\_\_\_

4. Use of Facility for: \_\_\_\_\_
5. Borrower \_\_\_\_\_ Date: \_\_\_\_\_  
 Print/Sign

Note: Officials/persons borrowing facility or classroom are responsible for the loss or damage of said facility or classroom and may be required to pay for the damages or loss of such.

Dean of Continuing Education (Facility) Approval \_\_\_\_\_ Date: \_\_\_\_\_

Original Copy: Customer  
 Copies: Business office, CE office  
 Revised 2024



P.O. Box 9, Koror  
 Republic of Palau 96940  
 Tel: (680) 488-2470  
 Fax: (680) 488-2447

Accredited by  
 WESTERN ASSOCIATION OF  
 NURSING AND COLLEGE