

Fiscal Facts

-to-date

and informed on the various fiscal processes.

Instructions for completing the Official Function Form:

EM-7 Official Function Form

Instructions for Completing the Official Function Form

MCCCD is required to spend its resources only for things that tangibly and directly benefit its educational mission. The Official Function Form is used to document the educational purpose of each expenditure.

The Official Function Form is a required document for all expenditures made by MCCCD. It is used to document the educational purpose of each expenditure.

Here are the procedures and guidelines for filling out the Official Function Form. They apply regardless of the amount of the expenditure.

The expenditure must be for a tangible and direct benefit to the educational mission of MCCCD.

Expenditures for general operating expenses are not eligible for the Official Function Form.

Expenditures for capital equipment are eligible for the Official Function Form.

Expenditures for travel are eligible for the Official Function Form.

Examples of descriptions that may be adequate are:

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- 1. Purchase of 10 copies of the book "The Art of Learning" for the library.
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For additional