

Business Services Office

Department Description:

The role and responsibility of the Fiscal Services office is to ensure the fiscal operations of the campus are planned, controlled, and accurately accounted for in the financial records. This applies to all funds, including appropriated, generated, awarded, donated, or otherwise received or spent by the Campus from any source or for any purpose. The Fiscal Services operation is responsible for the fiscal accountability of grants, the campus district budget, and auxiliary funds.

Fiscal Services Office is responsible for all auxiliary operations' budgets, which include the Associated Student Body, Community Services, Enterprise, and Foundation, as well as the campus district budget. It is responsible for disbursement of all grant checks, student loans, scholarship checks, and reimbursements for campus employees. The office oversees the proper handling of all cash for the campus and ensures the internal controls are being followed. Fiscal Services processes all check requests, purchase orders, requisitions, mileage reimbursements, and conference reimbursements for the campus.













Office Hours

Monday - Friday
8:00 AM to 5:00 PM
Telephone: (714) 895-8112
Email: gwcbusinessservices@cccd.edu

Documents


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	Name	Modified
	Argos Cubes	April 4
	Banner Resources	April 4
	Budget Development	April 4
	Fiscal Forms	April 4
	Fiscal Policies and Procedures	April 4
	Fiscally Speaking Emails	April 4
	General	September 8, 2022
	Great Plains Resources	April 4
	Requisition and Purchasing Resou...	April 4
	Glossary of Terms.xlsx	December 9, 2015
	How to digitally sign documents i...	March 31, 2020

Calendar

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 Today ↑ ↓ August 2024  View Event						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jul 28	29	30	31	Aug 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	Aug 19	20	21	22	23	24
25	26	27	28	29	30	31