

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT
BUSINESS PROCEDURES MANUAL**

PREFACE

The manual is written primarily for the individuals who work daily in the business services area; however, additional material has been incorporated to provide others with general information and direction on business related services.

The objective is to provide procedures for consistent reporting and standardized operations. The information is presented in an organized manner to help direct and control daily operations. The manual will be kept current and will help train new employees.

The complete manual is distributed to a limited number of offices and all managers.