



## Operating Protocol & Procedure

### Details:

Number: 152

Title: Requests to External Organizations for Resources/Assistance

Category: Governance, Organization, and Institutional Effectiveness

Office of Primary Responsibility: President's Office

Approval Date: 3/13/17

Effective Date: 3/13/17

Revised:

### Purpose:

To oversee requests for resources or assistance made by Pueblo Community College (PCC or "the College") to external organizations in effort to prioritize based on strategic need and to ensure that the appropriate individuals within the administration are fully aware of the requests.

### Applicability:

All employees

### Definitions:

None

### References:

PCC Operating Protocol 501 (Grants, Cooperative Agreements, and Contracts)

### Attachments/Related Forms or Documents:

None

### Operating Protocol:

Requests for resources or assistance from an external organization, including individual community members, must be approved by the employee's supervisor, dean (or Chief Academic, Student, or Business Officer), and the college president prior to being submitted to the external organization.

Requests must be in relation to the College's strategic imperatives as stated in the most current strategic plan.

Only fully approved requests may be forwarded to the external organization for consideration.

**Procedure:**

Requests should be submitted by completing the “PCC External Request/Assistance Request Form” found on the Portal, and then forwarded to the immediate supervisor to begin the approval process. If the request is denied, the employee will be notified of the reason for the request not being approved by the dean (or Chief Academic, Student, or Business Officer).

Once a fully approved request form is returned to the employee, he/she can then make a formal request to the external organization.