BUSINESS AND NON-INSTRUCTIONAL OPERATIONS: 30 SERIES

In this section you should have the policies and regulations for the management of money:

1. Getting it (taxation);
2. Planning for spending it (budgeting);
3. Spending it (purchasing); and
4. Keeping records (accounting).

In addition, the noninstructional operations of operations and maintenance, fixed charges, transportation, and food service also appear.