

Budget and Analysis

New Mexico Tech Policy and Procedures Manual

See also “Policy Development at New Mexico Tech” under Office of the President

General

The Office of Budget and Analysis is responsible for compiling and maintaining the New Mexico Tech Policy and Procedures Manual for all finance-related departments, and for producing the Policy and Procedures Manual for New Mexico Tech. As each policy changes, it is the duty of the Office of Budget and Analysis to remove the obsolete policy or procedure and integrate the new policy or procedure into the manual.

Policy Publication

In addition to compiling any relevant information for all offices under the Vice President for Administration and Finance, Budget and Analysis also is responsible for ensuring these publications are updated and available on the Intranet web page (www.infoserve.nmt.edu).

New Policies and Procedures

All new policies and procedures developed for departments under the Vice President for Administration and Finance, and Administration, must be submitted to the Office of Budget and Analysis to ensure correct formatting and compliance with other New Mexico Tech policies. Those new policies and procedures must then be approved by the proper authority, such as the Vice President, President or Board of Regents. Upon proper approval, new publications will be integrated with current printed and electronic documentation.

Changes and Updates

Any changes or updates to current policies and procedures must be submitted to the Office of Budget and Analysis to ensure correct formatting and compliance with other New Mexico Tech policies. Changes must also be approved by the correct authority such as the Vice President, President or Board of Regents before implementation.