

**Williamsburg Technical College  
STATEMENT OF POLICY**

**SECTION B – ADMINISTRATION AND FINANCE**

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| Title<br><b>ACCESS TO VAULT</b>                                 | Number<br><b>B-15</b>                                      |
| Division of Responsibility<br><b>Administration and Finance</b> | Date Page<br><b>9/14/20 1 of 1</b>                         |
| Approval<br>President<br>_____<br><br>Commission Chair<br>_____ | Supersedes Policy<br>No. <b>B-15</b><br>Date <b>5/5/08</b> |

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It is the policy of Williamsburg Technical College that, due to the nature of materials stored in the vault located in the business office, security of this area be maintained. To assure this security, access to the vault is limited to the following:

- President
- Vice President for Administration and Finance
- Associate Vice President for Facilities Management
- Accounting Personnel
- Human Resources personnel
- Purchasing/Bookstore personnel