

Williamsburg Technical College  
STATEMENT OF POLICY

**SECTION B – ADMINISTRATION AND FINANCE**

Title	Number
<b>DOCUMENTATION OF FEDERAL PROGRAMS PAYROLL CHARGES</b>	<b>B-3</b>
Division of Responsibility <b>Administration and Finance</b>	Date <b>9/14/20</b> Page <b>1 of 1</b>
Approval President _____ Commission Chair _____	Supersedes Policy No. <b>B-3</b> Date <b>2/3/14</b>

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It is the policy of Williamsburg Technical College to provide accountability and documentation in managing personnel activities and distributing payroll charges to appropriate accounts.