

**CENTRAL MICHIGAN UNIVERSITY**    **CHAPTER 12**  
**MANUAL OF BOARD OF TRUSTEES**  
**POLICIES, PRACTICES AND REGULATIONS**                      **PAGE 12-7 (R)**

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**SUBJECT:    BILLING POLICY FOR CONFERENCES – SEMINARS -  
WORKSHOPS**

The University Administration is authorized and encouraged to actively pursue conferences, seminars, workshops youth groups, and similar activities to be held on the University campus. Such groups should exhibit financial solvency and ability to pay prior to their arrangements being finalized by the University and should be expected to pay their charges within 30 days following receipt of a bill from the University. Credit may not be extended beyond the normal University billing period except by prior approval as follows:

Vice President for Finance and Administrative Services	\$100,000
President	\$200,000

The Vice President for Finance and Administrative Services or the President may delegate to (and withdraw delegation from) those holding the following positions additional authority to extend credit beyond the normal University billing period not to exceed the amounts shown for each position:

Director, Student Services/Enrollment Management	\$ 10,000
Program Developer, Education and Professional Development	\$ 10,000
Director, Education and Professional Development	\$ 20,000
Associate Vice President, Academic Programs/ ProfEd	\$ 20,000
Vice President/Executive Director/ ProfEd	\$ 30,000
Associate Vice President, Residences and Auxiliary Services	\$ 40,000

**Authority:** BTM 2-17-11 at 5706

**History:** BTM 4-15-81 at 1579