

**POLICY TYPE: Infrastructure Services**

**POLICY TITLE: Investment Procedures**

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Responsible Administrator: Infrastructure Services

Location of Related Procedures: Office of Vice President for Infrastructure Services  
Office of Director of Finance

The Madison Area Technical College District Board has provided authority for district investing to the president in Board Policy EL6.6 (Asset Protection). The president further delegates this authority to the Finance Director, and the development of Investment Procedures is therefore the responsibility of the Finance Director.

Investment procedures are developed to accomplish three primary objectives and apply to all financial assets of the district. In priority order, they are: Safety of Capital, Maintenance of Adequate Liquidity, and Return on Investments.

Prudents; Ethics and Conflicts of Interest; and Delegation of Authority are the components of the Standards of Care exercised in the management of the investment program.

Guidelines have been established within the Investment Procedures for Diversification of Portfolio.

A management summary shall be prepared for the District Board at least semi-annually that provides an analysis of the status of the investment portfolio and transactions made.

*June 2002*