

**REVENUE**

The County Superintendent recognizes that most County Office revenues are prescribed by law and payable through state apportionments and public tax collection. It is the intent of the County Superintendent to generate additional sources of revenue through the acquisition of grants, the receipt of donations and/or by selling County Office goods and/or services. Goods and/or services may include, but are not limited to:

- professional development activities;
- technology support;
- data processing;
- environmental safety expertise;
- technology supplies; and
- other services as appropriate.

The County Superintendent assigns responsibility for the generation of additional sources of revenue to program directors, and directs that they work in collaboration with the Cabinet. The County Superintendent encourages all staff to actively participate in writing grants and promoting County Office services.

The County Superintendent directs that no employee shall represent the County Office for the purpose of generating revenue without prior approval from the department director, appropriate assistant superintendent and/or associate superintendent. The County Office shall provide goods and/or services only when it is economically feasible and does not interfere with the day-to-day operations of the County Office.

The County Superintendent requires the Department Director's approval and authorization from the requesting County Office department, district or external agency be obtained prior to providing any goods and/or services. Authorization may be made by means of a purchase order, memorandum of understanding (MOU), contract, etc.

The County Superintendent directs the Assistant Superintendent of Business Services to ensure that all revenues are credited to the appropriate budget.

*Note: Some monies collected are credited to the County Office general fund in compliance with mandates and may not be credited to a department/program.*

Policy Approved: March 1, 2003  
Revised: