I. **POLICY**
Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects. A laboratory environment introduces the "customer dimension" into personal service occupations such as cosmetology and provides real-world working conditions to such industrial and technical occupations as auto mechanics, auto body repair, welding, building construction and others. Instructional Live Work Projects, when carefully managed and controlled, provide a needed dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum. This procedure guides the processes related to the Business Office.

II. **APPLICABILITY**
This procedure applies to programs at Ogeechee Technical College which contain a live work component.

III. **RELATED AUTHORITY**
IV.M.2.a. Procedure: Ogeechee Technical College Automotive Technology Live Work Projects
IV.M.2.b. Procedure: Ogeechee Technical College Cosmetology/Esthetician Live Work Projects
IV.M.2.e. Procedure: Ogeechee Technical College Funeral Service Education Live Work Projects
IV.M.2.f. Procedure: Ogeechee Technical College Hospitality (Culinary Arts and Hotel/Restaurant/Tourism Management) Live Work Projects
IV.M.2.g. Procedure: Ogeechee Technical College Opticianry Live Work Projects
IV.M.2.i. Procedure: Ogeechee Technical College Electrical Systems Technology Live Work Projects

IV. **DEFINITIONS**
None.

V. **ATTACHMENTS**
None.
VI. **PROCEDURE**  
Financial Administration

1. Ogeechee Technical College must be fully reimbursed for all direct costs associated with the delivery of Live Work Projects. The college may generate a reasonable profit.
2. The individual Live Work Projects shall determine the amount to be charged for each product or service provided.
3. All monies associated with Live Work Projects shall be subject to state fiscal and accounting policies but excess revenues may be carried forward to successive fiscal years.
4. Monies generated by Live Work Projects shall be classified as special revenue funds.
5. Monies generated by Live Work Projects shall be considered as a source of revenue when developing annual budgets.
6. Monies generated by Live Work Projects shall not be used to supplant existing state, federal, nor local funding.
7. Live Work Projects revenues exceeding budgeted estimates shall be amended into the annual operating budget during the course of the fiscal year.
8. Excess monies or “profits” generated by instructional Live Work Projects shall be used only to enhance instructional programs.
9. Employees of Ogeechee Technical College shall be assigned to Live Work Projects within the scope of their employment and shall not receive extra compensation except as may be warranted by normal overtime or overload policies.

Purchasing Procedures  
All federal, state, and local purchasing guidelines must be adhered to.

VII. **RECORD RETENTION**  
All forms will be reviewed on an annual basis and revised as needed. All completed forms will be retained according to the TCSG Records Management Policy.