

<b>Account Establishment Procedure</b>	Procedure Number	11.6.2.2P
	Effective Date	November 28, 2017

**1.0 PURPOSE**

In accordance with Laramie County Community College’s Management and Oversight Authority Policy 11.1 and LCCC’s Sponsored Awards Policy 11.6, the purpose of this document is to provide procedures on the establishment of an account for an LCCC Sponsored Award.

**2.0 REVISION HISTORY**

Adopted on: 11/28/17  
 Revised on: 04/18/2023

**3.0 PERSONS AFFECTED**

All persons who manage or oversee sponsored awards on behalf of Laramie County Community College.

**4.0 DEFINITIONS**

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