

**POLICY TYPE: Administration**

**POLICY TITLE: Investment Procedures**

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Responsible Administrator: Vice President of Administrative Services  
Controller

Location of Related Procedures: Office of the Vice President for Administrative Services  
Office of the Controller

The President of Madison Area Technical College District (the “District”) is authorized to engage in investing on behalf of the District. The President further delegates this authority to the Vice President of Administrative Services, who is also responsible for the development of the investment procedures in collaboration with the Controller.

Investment procedures apply to all financial assets of the District, and are developed to accomplish three primary objectives. In priority order, they are: 1) the safety of capital, 2) the maintenance of adequate liquidity, and 3) the return on investments.

District investing will be exercised and managed with standards of care, which include prudence, ethics and conflicts of interest, and the delegation of authority.

The District will engage an investment advisor who shall follow the investment procedures to assist in the implementation and monitoring of the District’s investment objectives.

A management report will be prepared for the District Board (or applicable sub-committee), at least quarterly, that provides a summary of the investment portfolio activity and the transactions that have been made.

*July 2015*