

## **Work with the Department Chair in the preparation of budgets and spending**

Each Program Coordinator should carefully track program expenses and identify areas that require additional funding. When necessary, the PC should work with the Chief Accounting Officer (CAO) and DC to purchase appropriate program materials or professional development opportunities. In addition, the PC should maintain regular contact with the Department Chair and Chief Accounting Officer to ensure that appropriate budgetary practices are in place and that the proper NCC policies are followed.