



ADMINISTRATIVE PROCEDURE

PROGRAM IMPROVEMENT REQUESTS

3181

Procedure No.

September 2, 1975

Date

- I. **PURPOSE:** To identify the publication holding the procedures for requesting Program Improvements for presently on-going programs.
- II. **DEFINITIONS:** The following definition applies to Program Improvements as related to the Prince George's County Public School system:

Program Improvement – An expansion of an on-going program service identified to a school system objective, and which amounts to \$1000 or 10% of the basic program, whichever is the greater.
- III. **INFORMATION:** Expansions of programs within the above definition will be first reviewed by the Superintendent of Schools before any action is authorized. Program Improvement Requests may be submitted at any time; however, it is recommended that such requests be submitted in August of each year at the time of the formulation of the coming years operating budget. Approval of the Program Improvement Request and inclusion in the Account Manager's Budget for the next year is the best assurance that the program will receive full consideration. The procedures for submitting a Program Improvement Request are contained in the Financial Management and Procedures Manual. This manual is held by all Account Managers.
- IV. **PROCEDURES:** Personnel having the need to refer to the procedures for Program Improvement Requests may consult pertinent central office Account Managers for their organizational division, and refer to section 3181 of the Financial Management and Procedures Manual.
- V. **RELATED PROCEDURES:** The Financial Management and Procedures Manual also contain the following related procedures:

Section 3140	Listing of Account Managers
Section 3180	New Program Requests
Section 3410	System of Accounts
Section 3420	Expenditure Classifications
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Budget, Management and Finance. Annual review will be conducted in August each year. Questions may be referred to the Budget Office, Telephone 627-4800 extension 205.
- VII. **CANCELLATIONS AND SUPERSEDURES:** None. This a new Administrative Procedure.



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VIII. **EFFECTIVE DATE:** September 2, 1975.

Approved by:
Carl W. Hassel
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11