## HARTNELL COMMUNITY COLLEGE DISTRICT Operational Memorandum (OM) System

|     |   | Date Approved: |
|-----|---|----------------|
| OM# | Title: Operational Memorandum (OM) System |                |

## <u>Purpose</u>

The Operational Memorandum System will provide guidelines across the District that will outline and memorialize District practices. The OM System will have a numbering system, will be formatted using the approved template