

STATE OF ALABAMA  
OPTOMETRIC SCHOLARSHIP AWARDS BOARD  
ADMINISTRATIVE CODE

CHAPTER 635-X-13  
ADMINISTRATION OF PROGRAM

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**635-X-13-.01      Office To Administer Program.**

The executive committee has the authority to engage the University of Alabama in Birmingham to equip and maintain an office for the administration of the Alabama Optometric Scholarship Loan Program on the University of Alabama in Birmingham campus. The cost of equipping and maintaining this office shall not exceed the amount required each year to administer the scholarship-loan program.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §§ 34-22-60, et seq.

**History:** Filed September 7, 1984.

**635-X-13-.02      Agreement With The University Of Alabama In  
Birmingham.**

Under this agreement the University of Alabama in Birmingham will:

- (a) provide adequate office space in a convenient location.
- (b) maintain the facilities allocated as office space.
- (c) provide all office equipment and supplies.
- (d) employ with the approval of the executive committee all necessary personnel to carryout the duties of this office. The salary of each employee must be approved by the executive committee. Employees will include:

- 1. An accountant who will have the responsibility of:

(i) maintaining an accurate and up-to-date record of all transactions between the Board and each recipient.

(ii) depositing all appropriations received from the state treasury in a local bank approved by the executive committee.

(iii) depositing all monies received as payment of loans in the same bank.

(iv) distributing payments to loan recipients.

(v) sending at least one up-to-date statement each year to loan recipients with active accounts.

(vi) serving as secretary to the Board.

2. An executive secretary who will:

(i) supervise the performance of the accountant.

(ii) serve as the liaison officer between the Board and the University of Alabama in Birmingham School of Optometry.

(iii) serve as advisor to the Board on the procedure to follow in awarding loans and scholarships and in the repayment of loans.

(iv) rather than appoint an executive secretary, the Board has the prerogative to assign his/her duties to a member of the executive committee.

3. Other employees wherever and whenever appropriate.

(e) Pay all costs to cover official meetings of the Board such as consultation fees, travel, subsistence and so forth.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §§ 34-22-60, et seq.

**History:** Filed September 7, 1984.

**635-X-13-.03      Annual Appropriation.**

The Board will request an exception be made to the state policy of distributing appropriated funds consistent with the needs of the program.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §§ 34-22-60, et seq.

**History:** Filed September 7, 1984.

**635-X-13-.04      Payment Of Awards.**

Checks in the amount to pay loan recipients one-third (1/3) of their annual award will be distributed on or about October 15, January 15, and April 15, provided the approved appropriation is received as stipulated.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §§ 34-22-60, et seq.

**History:** Filed September 7, 1984.