

PURCHASING PROCEDURES

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Procedure on following pages

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The following procedures and rules must be followed:

1. A requisition must be completed and presented to the Business Office for approval.
2. All purchase orders shall be prepared by the Business Office.
3. In those situations where goods and services may be charged at local businesses, a purchase order must be secured from the Business Office and presented where the charge is to be made. A copy of the charge ticket, signed by the individual making the charge, must be returned to the Business Office.
4. No employee shall incur any debt against the College without approval as set forth below:
 - a) An approved purchase order processed through the Business Office

OR

- b) A charge to a College credit card approved for use by the appropriate vice president and in accordance with usage restrictions and requirements established by the vice president and filed with the Director of Finance.
5. Orders can be placed by telephone only after the above documents have been approved and a purchase order number has been obtained from the Business Office. If this procedure has been used, the

requisition must state that the order was placed by telephone.

6. Individuals shall not use the name of the College to order anything for themselves or for any outside organizations.

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