## **PROCEDURE MANUAL**

				<b>PROCEDURE 334.1</b>	
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COLLEGE		Last Revision Date:	07-15-2019		
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Section:	Business		Subject:	Purchase Orders	

## **PURPOSE**

The purpose is to assist College employees through the process of acquiring goods and services, starting at the point at which the user identifies a need.

## **PROCEDURE**

The Purchasing Office publishes a *Purchasing Manual* which delineates the process.