


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 334.1	
		Page 1 of 1	
		Last Revision Date:	12-19-90
Effective Date:			
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.