


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 230.1</b>	
		Page 1 of 1	
		<b>Last Revision Date:</b>	05-02-11
		<b>Effective Date:</b>	04-26-99
<b>Section:</b>	Administration	<b>Subject:</b>	Acquisition and Stewardship of Property

## **PURPOSE**

To provide guidelines for the acquisition and stewardship of real and personal College property.

## **PROCEDURE**

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