


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 334.1</b>	
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		<b>Last Revision Date:</b>	12-19-90
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<b>Section:</b>	Business	<b>Subject:</b>	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.