

D-1f      PROCEDURE Purchasing

Purchasing for the College is an Area Office function handled by the Purchasing Department.

The Purchasing Department shall procure materials, equipment, and contractual services as required by the various cost centers of the College.

Vendors seeking to transact business with the College shall be assured of fair and equitable treatment at all times, protecting the interests of all parties through objectivity.

For complete information about purchasing, see *Purchasing Policies and Procedures Manual*, as distributed to employees.

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Adopted Date: 07/15/1997