

Subject: Purchases

Policy Number: A2.50

Date: 4/18/86

Revised: 4/15/16

POLICY

The School will purchase and maintain supplies, instructional lab materials, and equipment necessary to support teaching, research activities, and professional interactions of the faculty and to enhance the learning environment of the students. These items will not be for personal use. Refunds for out-of-pocket purchases cannot be made unless approved by the Director prior to the purchase.

PROCEDURE

Requests for major pieces of equipment (over \$200) should be made to the Director with a justification for the purchase. Priority will be given to equipment that will benefit the most people, enhance equipment already available, will not involve substantial added costs (supplies to use) and not duplicate what is available elsewhere.

Anytime faculty recognizes a need for lab materials or supplies, the Director's office should be notified.