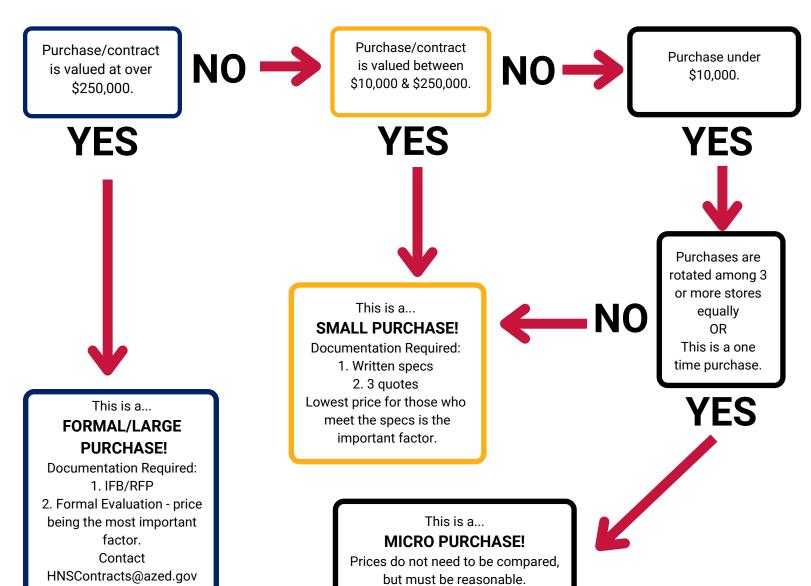


Procurement Flowchart



Documentation Required:

1. Date of purchase

2. Store

3. Items

4. Total \$ Amounts

ONE-TIME PURCHASES:

If purchasing equipment, you must

for contract approval.