

# **FAC 725. Supplies**

Faculty offices will include furniture, a computer and printer. Faculty members should obtain all classroom and office supplies from the Campus Bookstore. If items are not available there, faculty members may initiate purchases by filling out a requisition form, available in the Business Office, and getting the department chair's approval. Approved requisitions are taken to the Business Office where the Business Manager contacts the various supply sources and places the order, subject always to the specifications provided by the department. Faculty members may also purchase supplies off-campus with approval of their department chair and/or supervisor. Faculty members will be reimbursed for these purchases through a check requisition.