



System Name:	Instructional Supplies, Purchases and Storage System
Effective Date:	August 1, 2014
Revision Date:	August 1, 2023
Standard:	Standard 5: C 2

Instructional Supplies Purchases and Storage System

- All Program Instructors are responsible for submitting purchase requests to the WCC Director for approval before ordering. The PN Program Coordinator is responsible for submitting purchase requests for the PN Program.
- The WCC Director will approve the purchase request.
- The WCC Directors Office Finance Secretary is responsible for all purchase orders and for purchasing items.
- Once supplies are delivered, program instructors are responsible for storing all program specific instructional supplies in the appropriate and necessary locations. They are also responsible for updating the programs inventories list.