

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

APPROVAL OF REQUISITIONS

Requisitions will be approved by the appropriate administrator, who will then forward them to the Purchasing Department for encumbering.

Requisitions exceeding \$500.00 must be approved by the appropriate executive administrator as well as the Vice President and Chief Financial Officer.

Approved requisitions will follow the established procedures as outlined in Procedure No. 5110.1. Once encumbered, the requisition will be processed according to established procedures.

Revised—Cabinet
March 20, 1989
Reviewed—Cabinet
May 30, 1996
Revised—Cabinet
October 11, 1999
February 5, 2002
Reviewed—Purchasing
October 7, 2004
Revised—Cabinet
March 13, 2007
Reviewed—VP and CFO
August 1, 2019