

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

**ADMINISTRATIVE PROCEDURE FOR
CLASSIFIED AND DISPLAY ADVERTISING**

1. Requisitions are to be prepared for classified or display advertising in newspapers or other publications. The following information is to be furnished:
 - a. Number and dates of insertions
 - b. Names of advertising media
 - c. Whether proofreading is required
 - d. Attached typed copy of material
 - e. Recommended size of the ad
2. Requisitions are to be approved by the appropriate executive administrator.
3. No order is to be placed with any publication without an authorized purchase order or check request form.
4. An Affidavit of Publication of all legal ads is required prior to payment of the invoice.

Revised—Administrative Committee
November 14, 1978
Revised—Cabinet
March 20, 1989
Reviewed—Cabinet
July 29, 1996
February 5, 2002
Reviewed—Purchasing
September 29, 2004
Reviewed—VP and CFO
September 18, 2019