

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Fiscal Affairs           300.0000.14  
SUBSECTION: Expenditures       330.0000.04

*Requisition and Purchasing*  
**Policy Number: 330.0100.04**

**POLICY**

All purchasing of materials, supplies, and services will be done by the Chief Administrative Services Officer or his/her designee.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 2004

**Revision Date (and Board of Governors' Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:**