



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
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SUBJECT

PURCHASING

SUB-TOPIC

PURCHASE OF PRINTED MATERIALS

Items included in the category of printed materials are:

Periodicals (magazines, newspapers, etc.)

Reprints

Books

Microfilm Publications (microfilm, microfiche, etc.)

The Library is delegated the authority to purchase any of the above materials only if they are to be cataloged by and retained in the Library. Any purchase request sent to the Library for the above materials, which are to be permanently retained by individuals or departments, will be returned to the requisitioner for proper processing through the Purchasing Office.