

Date Adopted: September 6, 2022
Date Reviewed: October 18, 2022
Date Amended:

Administrative Procedures Manual
AP 9180
Work Orders and Material Procurement

3. In the event of an urgent situation, as defined above, it is expected that the maintenance staff member obtain parts/tools/materials from whatever source and location is most reasonable in order to respond to the situation in a timely manner. Notifying the Maintenance Supervisor, or his designate, is still required.
4. Parts/tools/materials shall not be ordered without a requisition number. A separate requisition number is required for each supplier and project/location. Requisition forms shall be completed and submitted every Monday morning accompanied by any packing slips/receipts received at the time the item was picked up. Prior authorization from the Maintenance Supervisor is required for purchases above \$500.00.