

SECTION: Business Affairs/Purchasing
SUBJECT: Purchase of Computer Supplies and Repairs

ISSUED BY: Office of Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: July 1996

Computer supplies and repairs

All computer related supplies (computer paper, toner and ink cartridges, etc.) should be purchased from the College bookstore or ordered from the campus preferred office supply vendor. No requisition is necessary. All items will be charged to the department requesting the items.

To request computer repairs, contact the Help Desk of Information Services, extension 2177.