

Adjunct Purchases from the Bookstore

For all adjunct purchases, here is the order of procedure:

1. All purchases must be submitted on Source Requisition Forms to the **Division Chair** for approval.
2. After initial approval, the request will be forwarded to the **VP of Instruction** for final approval.
3. The adjunct will then **take the confirmed form** with them to the Bookstore where the Bookstore will then proceed with the order and complete a Purchase Order through Banner.

For extenuating circumstances only:

As a new adjunct, there is a **one-time** purchase limit of \$30.00 that **does not require** approval while the adjunct is being processed in Human Resources through the Banner system.

All adjuncts have a spending budget of \$50.00 per semester without needing any approval **in the event of an emergency where approval is not possible**. This is not to be used regularly.