**Policy No:** ACA-POL-ATH-0005  
**Policy Title:** Requisition Policy of Team Supplies  
**Implementation Procedure:** ACA-PROC-ATH-0004 Requesting for Team Supplies  
**Date of Issuance:** S.Y. 2010 to 2011  
**Effectivity:** S.Y. 2010 to present  
**Page Number:** One (1)  
**Office of Origin:** Athletics Department  

**“Supersedes” Notification:**

**Purpose of Policy:** The policy explains the Colegio’s terms and conditions in the requisition and acquisition of team supplies.

**Detailed Policy Statement:**
- All athletes and coaches are entitled to free materials, equipments and uniforms.
- The coaches are responsible for identifying and submitting the list of all the equipments, materials and uniforms they need to the Athletics Moderator.
- The Athletics Moderator shall review and approve all the requisitions made by the coaches.
- Only requisitions that were approved by the Athletics Moderator shall be submitted by the Management Staff.
- Releasing of all requisitions shall be dependent on the processing period implemented by the Financial Resources Division.

**Applicability:** All coaches  
**Policy Approval Authority:** Athletics Moderator  
**Related Policies or References:** Student’s Handbook  

**Definition:**

- Prepared by Planning, Funding and Development Office  
- Approved by Fr. Victor Calvo, O.P.

**Date of Approval**