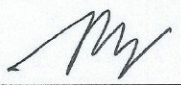


Policy No:	ACA-POL-ATH-0005
Policy Title:	Requisition Policy of Team Supplies
Implementation Procedure:	ACA-PROC-ATH-0004 Requesting for Team Supplies
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Athletics Department
"Supersedes" Notification:	
Purpose of Policy:	The policy explains the Colegio's terms and conditions in the requisition and acquisition of team supplies.
Detailed Policy Statement:	<ul style="list-style-type: none"> • 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	

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