**Procedure No:** ACA-PROC-ATH-0004  
**Procedure Title:** Requesting for Team Supplies  
**Related Policy:** ACA-POL-ATH-0005 Requisition Policy of Team Supplies  
**Date of Issuance:** S.Y. 2009-2010  
**Effectivity:** S.Y. 2010-2011 to present  
**Page Number:** One (1)  
**Office of Origin:** Athletics Department  
**"Supersedes" Notification:**

**Procedure Description:** This procedure delineates the steps and key persons involved in the requisition of team supplies.

**Areas of Responsibility:** Athletics Office

**Procedure Details:**

1. The Coach lists all the supplies with the specifications needed by his respective team. The list of supplies include:
   - Playing Uniforms
   - Warmer
   - Jackets
   - Jogging Pants
   - Bags
   - Shoes (Brand, model and sizes)
   - Sports Equipments
   - Sportswear

2. The Coach submits his complete list to the Athletics Moderator for review.

3. The Athletics Moderator approves the request of the Coach. Requests that are not immediately approved are subject for revision after consultation from the respective Coaches.

4. The Management Staff requests the approved supplies through the Online Requisition System.

5. The supplies are released after the working days prescribed by the Financial Affairs Division.

**Procedure Approval Authority:** Athletics Moderator

**References:**

**Definition:**

**Help Page:** Athletics Office

**Prepared by:** Planning, Funding and Development Office

**Approved by:** Fr. Victor Calvo, O.P.

**Date of Approval:**

---

ACA-PROC-ATH-0004 | Requesting for Team Supplies