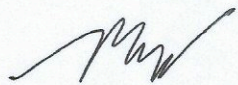


Procedure No:	ACA-PROC-ATH-0004
Procedure Title:	Requesting for Team Supplies
Related Policy:	ACA-POL-ATH-0005 Requisition Policy of Team Supplies
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2010-2011 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Athletics Department
"Supersedes" 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:	<p>Step 1. The Coach lists all the supplies with the specifications needed by his respective team. The list of supplies include</p> <ul style="list-style-type: none"> 1.1 Playing Uniforms 1.2 Warmer 1.3 Jackets 1.4 Jogging Pants 1.5 Bags 1.6 Shoes (Brand, model and sizes) 1.7 Sports Equipments <p>Step 2. The Coach submits his complete list to the Athletics Moderator for review.</p> <p>Step 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.</p> <p>Step 4. The Management Staff requests the approved supplies through the Online Requisition System.</p> <p>Step 5. The supplies are released after the working days prescribed by the Financial Affairs Division.</p>
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:	

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