

**PENSACOLA JUNIOR COLLEGE  
POLICIES OF THE  
LEARNING RESOURCES SERVICES**

<b>TITLE:</b> <b>Requests to Purchase Books –Fund 2 (Grants)</b>	<b>Number:</b>
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According to the Manual of Procedures #207, the academic department may initiate a requisition for books, periodicals, and audio visual materials to be purchased from a grant.

The requisition will be complete with campus signatures and justifications, after which the requests are routed as follows:

- Campus LRC Department Head
- Technical Services Department for Order Processing
- Restricted Accounting Office
- Purchasing

Exceptions: If the material is for administrative use, the initiator routes the requisition directly to the Restricted Accounting Office. Requisitions for the Pensacola Campus are routed directly to the Technical Services Department.

If the material is used with a computer or peripheral device, the Instructional Technology department head shall replace the first two in the routing order above.

**Known Exceptions:**

- A. Materials that will be retained by the Academic Departments
- B. Specific materials that will not be available in the LINCC (library catalog)
- C. If the material is for administrative use, the initiator routes the requisition directly to the Restricted Accounting Office. Requisitions for the Pensacola Campus are routed directly to the Technical Services Department.
- D. If the material is used with a computer or peripheral device, the approval is also required by the Micro-Computers department head.

**Authorized to Make Exceptions:** Campus LRC Department Supervisors and Technical Services Coordinator

**Method for Changing Policy:** Consensus of Campus LRC Department Supervisors, District Department Head, and Technical Services Coordinator

Note: The purchase of books will conform to the Collection Development Policy. See Collection Development Policy.

**History:** Manual of Procedures #207, LRC Policy, 1987  
Manual of Procedures - <http://pjcnet/procedure.asp>

**Authorized Signature:**

**Date:**