



## WRITTEN PLAN FOR PURCHASING, REPLACING AND STORING EQUIPMENT AND SUPPLIES

The purchase, maintenance, repair or replacement of equipment or supplies, or other operational needs are approved by the Campus Director and then by the Business Office. Upon approval the Program Director or Campus Coordinator will order the supplies/equipment. The Business Office reviews the P&L and General Ledgers monthly to ensure budget compliance for the campus.

Genesis Career College has a procedure for emergency purchasing and/or repairs of equipment or supplies. Emergency purchases or repairs are handled on a case-by-case basis, in a two-step process: The item requested is presented to the Campus Director, who presents the purchase/repair to the Chief Executive Officer. If approved, the Campus Coordinator receives approval and the item is ordered or repaired. Genesis develops relationships with local vendors in each campus community to emergency purchases are delivered and repairs are made timely. If the equipment does not have a local vendor, Genesis ensures the vendor has the adequate infrastructure to timely replace and/or repair equipment.

It is the responsibility of the Program Director to ensure proper supply/ equipment distribution and inventory control, as well as, safe storage. Some programs have a dispensary; other programs have supplies that are maintained in program labs. Teaching supplies are also stored separately. Other office/campus supplies are maintained and stored by the Campus Coordinator.