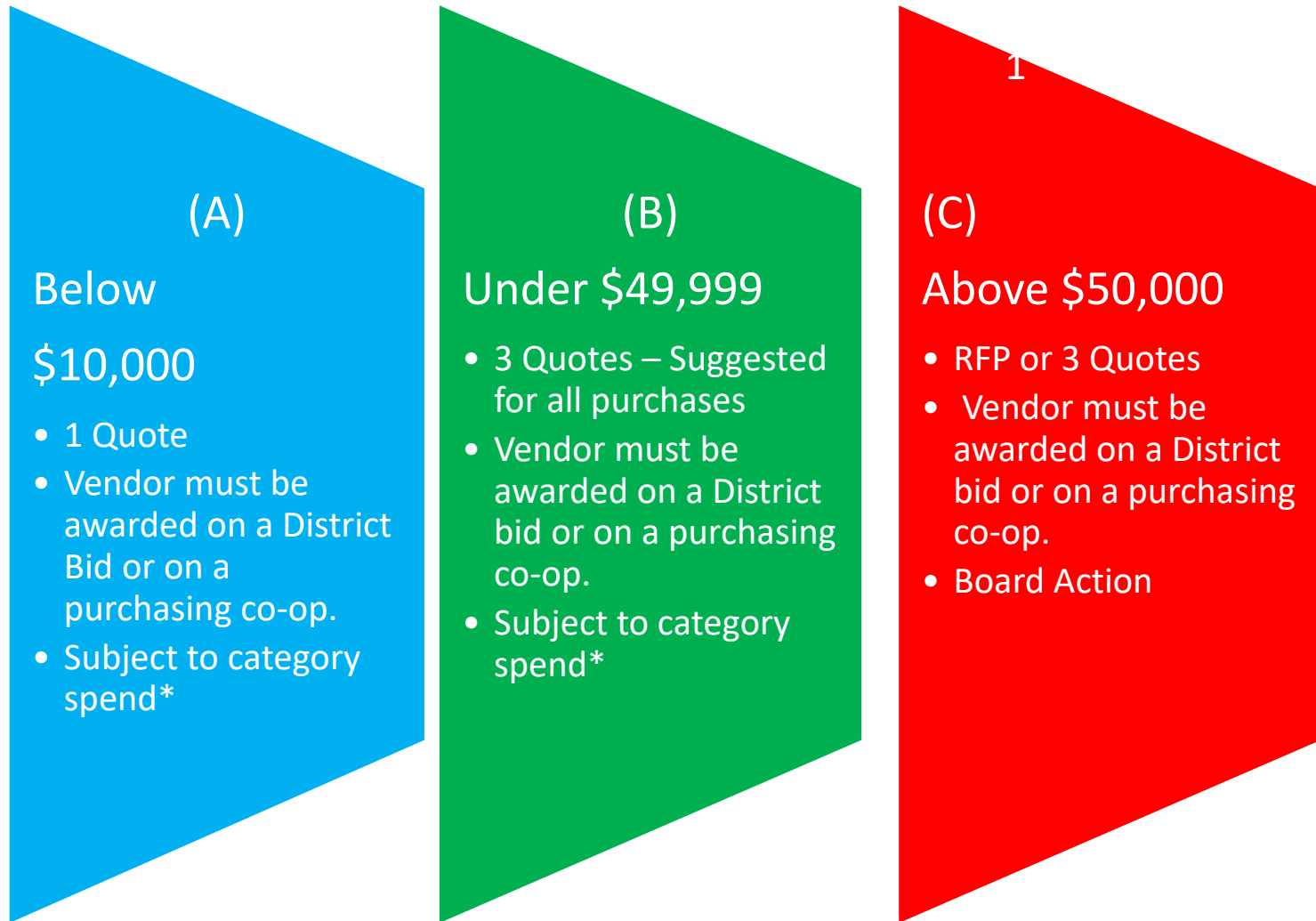


PURCHASING GUIDELINES – GENERAL FUNDS



\*Category spend monitored by Director of Purchasing