

Procedure 3201 PR.01

General Purchasing

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Purpose

This procedure outlines the process for obtaining goods and services at Yale University. Topics covered include purchasing methods and roles, vendor selection, documentation, cost and price analysis, preparation and authorization of purchasing transactions, and receipt of goods and services.

University purchasing practices must be conducted in a manner above reproach and, except as authorized by statute or regulation, with complete impartiality or preferential treatment for none. See [Policy 3201](#), *General Purchasing* and [Policy 3210](#), *Consultants and Professional Service Agreements* for more information on roles, responsibilities, and authorities.

Accountable Official

The Chief Procurement Officer has responsibility for the systems, processes, effectiveness, and efficiency of purchasing activities at the University.

Applicability

This procedure applies to all University officials, departments, and administrative offices.

Recent Process Changes

This procedure reflects the following significant changes:

- This procedure incorporates and replaces Procedure 3201 PR.01, *Purchase Requisitions*; Procedure 3201 PR.06, *VIP Accounts*; Procedure 3205 PR.02, *Bidding and Cost Analysis*; and Procedure 3240 PR.01, *Verifying Receipt of Goods and Services*.
- The competitive bidding process must now be used for all purchases above the competitive bidding threshold, as noted in [Policy 3201](#), *General Purchasing*.

Background

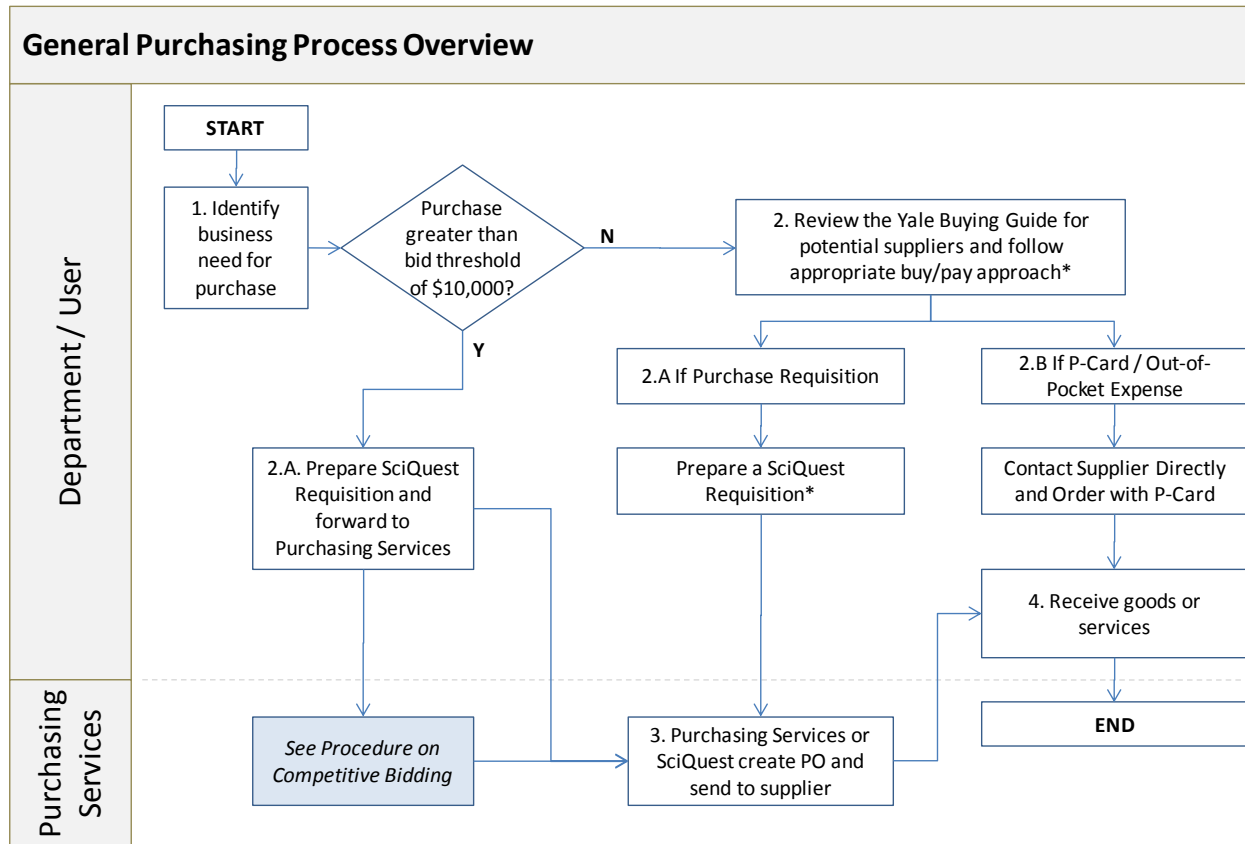
These procedures were developed to streamline the process for obtaining goods and services for the University and to take into account the best practices listed below.

Departments should contact Purchasing Services for assistance whenever the need for a large, complex, or unusual purchase is identified in order to capitalize on existing resources and expertise.

- Yale's e-Procurement solution (SciQuest) is Yale's most efficient purchasing method. SciQuest should be the primary method used for purchases of common goods and services. Departments should minimize the use of Yale Purchasing Cards and paper purchase requisitions in favor of SciQuest.
- Departments should only purchase from new suppliers when goods or services are not available from existing SciQuest enabled vendors to maximize the use of Yale's contracts and minimize the overhead of maintaining suppliers.
- The Yale Purchasing Card (PCard) is appropriate for travel expenses and the purchase of miscellaneous small-dollar (<\$2,000) business-related goods and services not available through SciQuest.
- Employees should avoid using personal funds for the purchase of goods and services in favor of other recommended approaches. In limited circumstances, small purchases may be made using personal funds. Reimbursement for purchases of this type should be done via EMS.

Process Maps

The General Purchasing process is illustrated in Figure 1. The details of each step are provided in the procedures section of this document.



Notes:

- OK-to-Pay invoices should be minimized and are appropriate *only* for specified categories including utility bills, tax payments, municipality payments, benefits, building rentals, energy, and insurance.

Figure 1: General Purchasing Process Overview Map

Roles and Responsibilities

Approver is responsible for approving the purchase of goods or services. Through the approval process, the Approver acknowledges that the goods or services are in accordance with University policies and procedures and are charged to the appropriate account. The Approver also verifies, through inquiries or direct knowledge, that the goods were received or the services were performed and prepares a Receipt of Goods Acknowledgement via the “AP Worklist” (refer to [Policy 3240, Receipt of Goods & Services](#)) as necessary.

Buyer performs vendor analyses, obtains bids and quotes, and approves purchase orders based on internal approval limits.

Department Administrator/Business Manager initiates, approves, and delegates purchasing transactions on behalf of his/her department for the dollar limits defined in the [Controller's Office Fact Sheet](#).

Initiator is responsible for documenting the need for goods or services and determines that the costs are reasonable and allowable.

Preparer places orders for goods or services on direction from the Initiator.

Purchasing Services Director oversees purchasing operations, including approving purchase orders and requisitions requiring prepayment of all or part of the purchase price.

Purchasing Services Office is responsible for providing purchasing expertise and support to the Yale community, including negotiating strategic and other contracts on behalf of the University, reviewing required documentation, and issuing authorized purchasing orders.

Procedures

The numbered sections below correspond to the steps illustrated in the process maps provided in Figure 1. The information presented in this section provides additional detail to aid in the completion of each step in the process.

1 – Identifying and Documenting Business Need, Allowability, and Estimated Cost for Purchase

Once an Initiator identifies a need for goods or services, the Initiator is responsible for documenting the business need as appropriate, and for determining that the costs are reasonable and allowable for the intended funding source.

1. Identify and Document the Business Need

Documentation of the business need for a purchase is an important part of the purchasing transaction record and must be attached to the Purchase Requisition for significant purchases (see section 2). In addition to supporting effective financial management, this documentation is required during bidding and when requesting quotes.

Utilize Yale's Guide for Sustainable Procurement

Please refer to [Yale's Sustainable Procurement Standards](#), which are designed to facilitate the University's efforts to monitor and reduce its environmental impact. Reviewing this guide before making purchasing decisions and vendor selections will assist you in identifying products with reduced environmental impacts.

Refer to the [Yale University's Green Purchasing website](#) for additional information.

2. Confirm that the Purchase is Allowable

The purchase of goods and services for the University may be constrained by University policies or Federal, state, or local regulations. The Initiator must determine whether any of these constraints apply before moving forward with a purchase.

a. **Restricted Goods & Services**

The purchase of some goods and services are restricted by University policy and/or Federal, state, or local regulations. The Initiator should consult [Policy 3210, Contracting for External Consultants and Other Professional Services](#); [Policy 3220, Purchase of Restricted Items](#); and [Policy 4209, Equipment](#) as appropriate to ensure that the proposed purchase complies with all relevant restrictions.

b. Sponsored Awards

If the cost of a good or service is to be charged to a sponsored award, the Initiator must confirm that the purchase will comply with the terms of the award. Refer to the [Sponsored Projects Handbook](#) or contact the Office of Grant and Contract Financial Administration (GCFA) for assistance as needed.

c. Restricted Gift Funds

If the cost of a good or service is to be charged to a restricted gift fund, the Initiator must confirm that the purchase will comply with the terms of the fund's indenture. Refer to [Procedure 2200 PR.01](#), *Gift Processing and Stewardship* or contact the Funds Management Office for guidance as needed.

3. Estimate the Purchase Cost

The Initiator must research the cost of the good or service. Purchasing Services can assist in cost research as needed. **If the cost is estimated to be above the competitive bidding threshold stated in [Policy 3201](#), *General Purchasing*, the University's competitive bidding process, as described in [Procedure 3201 PR.02](#), *Procedure to Competitive Bidding* (add hyperlink), must be followed.** If the estimated cost is below the University's competitive bidding threshold, proceed to Section 2 of this procedure for information on identifying an appropriate supplier and purchasing method.

2 – Reviewing the Yale Buying Guide for Potential Suppliers and Following Appropriate Buy-Pay Approach

The University has compiled a comprehensive list, known as the [Yale University Buying Guide](#), of suppliers and purchasing methods for the most commonly purchased goods or services. Once the Initiator has identified the business need for the purchase, determined that the purchase is allowable and reasonable, and confirmed that the cost is below the University's competitive bidding threshold, the Preparer must review the University Buying Guide. If the purchase cost is greater than the University's competitive bidding threshold, the Preparer must follow the competitive bidding process described in the [Guide to Competitive Bidding](#). Departments should consult Purchasing Services for assistance with competitive bidding.

If the University Buying Guide does not identify any preferred vendors that can supply the needed good or service, refer to Section 2.1 of this procedure for guidance on identifying vendors. If necessary, contact Purchasing Services for assistance.

If the [Yale University Buying Guide](#) lists a suitable vendor, the department should purchase the goods and services by using the method advised in the University Buying Guide: either preparing a purchase requisition or using a P-card. Purchases of chemicals, computers, computer supplies, lab equipment, lab supplies, & office supplies, of any dollar amount, must be made using a SciQuest purchase order.

A. If the Buying Guide lists 'Purchase Requisition', Prepare a SciQuest Requisition

Purchase requisitions are the most efficient method for purchasing goods and services for the University. SciQuest is the preferred method for creating and submitting purchase requisitions.

1. Gather the Necessary Information

The Preparer must provide the following information for the purchase requisition:

- Quantity and description, or detailed specifications, for the item or service to be purchased (including the catalog number, if applicable)
- Ship-to location
- Valid VIP(s) and expenditure types(s) to which the purchase will be charged

In addition, the following additional information *may be* needed to complete the purchase requisition:

- Name and address of the suggested vendor

2. Complete the Purchase Requisition Form

As stated in [Policy 3201](#), *General Purchasing*, the University's e-procurement solution (SciQuest) is the preferred method for submitting a purchase requisition. Paper requisitions should be minimized in favor of online SciQuest requisitions.

a. Electronic Purchase Requisitions

Initiate the Requisition

To begin a new purchase requisition, the Preparer should log into SciQuest. The Preparer should follow the SciQuest instructions and complete the necessary data entry. Refer to the [SciQuest website](#) for training materials and assistance as needed.

Review the Requisition

The Preparer should review the purchase requisition for accuracy and completeness. In particular, the Preparer should confirm that the VIP number and Expenditure Type are correct. VIP numbers are ten character "aliases" that are linked to a specific Project, Task, Award, and Organization (PTAO) charging instruction and assigned to University employees or, in certain cases, to individuals designated as University agents. Refer to the [SciQuest website](#) for instructions on specifying the VIP in a purchase requisition.

Submit the Requisition for Approval

SciQuest includes an automated workflow approval process. Once the Preparer submits the requisition in the system, it will be routed to the appropriate Approver(s). Once the departmental Approver(s) approve the requisition online and any additional approvals are completed, the purchase order is created.

Note: The requisition approval process, not including the purchase order approval process, will be bypassed by the system when the purchase requisition amount is less than the Preparer's self-approval limit and the goods or services are not classified as hazardous in SciQuest. The minimum self approval limit is \$200.00

b. Prepayments and Down Payments

All deposits, down payments and prepayments equal to or greater than \$25,000 must be approved by the Director of Purchasing Services.

If a vendor requires prepayment for all or part of the purchase price, this requirement must be identified in the notes field of the electronic requisition. Such a request should be accompanied by the written proposal or quote from the vendor identifying the request. All prepayments must be authorized by Central Purchasing, as stated in [Policy 3201](#), *General Purchasing*.

3. Submit the Supporting Documentation

The Preparer must gather and submit all necessary supporting documentation for the purchase to Purchasing Services. In general, the supporting documents will include:

a. Contracts and Professional Services Agreements

If a contract was received from the supplier, it must be submitted with the purchase requisition. In addition, a signed professional services agreement may be required. Refer to [Policy 3210](#), *Contracting for External Consultants and Other Professional Services* for more information.

Departments should forward all contracts for the purchases of goods and services to Purchasing Services. Departments are not authorized to sign contracts. The President and Vice-President of Finance and Business Operations and their designees, including the Chief Procurement Officer, are the only individuals authorized to sign contracts on behalf of the University. Please refer to [Policy 1104](#), *Signature Authority, Delegation Approval Authority and Access for Financial Transactions*

b. Purchasing Transaction Record

The purchasing transaction record for goods or services above the competitive bidding threshold must be submitted to Purchasing Services for review before a purchase order will be issued. For departments with delegated purchasing authority, the original documentation must be maintained by the department and copies must be made available to Purchasing Services, Internal Audit, and other central administrative offices upon request. The purchasing transaction record includes:

- Original written bids or quotes
- Supplier terms and conditions
- Documentation of cost/price analysis
- Results of negotiations
- Supplier selection documentation
- Conflict of interest documentation, if applicable
- [Form 3205 FR.02](#), *Quotation Record*, if applicable

c. Documentation of the Business Need (for purchases \$10k or greater)

Documentation of the business need for a purchase is an important part of the purchasing transaction record for significant purchases. In addition to supporting effective financial management, this documentation is helpful during bid or quote analysis and serves as a baseline for the department to measure the performance of the good or service.

• **Identify and Document the Business Need**

To ensure that the good or service will meet expectations, it is important for the objective of the purchase to be clearly documented and understood.

Depending on the cost and complexity of the proposed purchase, the Initiator may request the support of Purchasing Services to formally document the business need.

d. Explanation for Single/Sole Source Form

If the purchase cost exceeds the competitive bidding threshold and there is only one supplier (or the department has good reason to request a waiver of competition and specify the target supplier) a sole source justification must accompany the purchase requisition (Refer to [Form 3205 FR.03](#))

e. Vendor Attachments

If there are order forms or other materials which need to be submitted to the vendor along with a purchase order, the Preparer should highlight them in the notes field of an electronic purchase requisition or the body of a paper purchase requisition. The Preparer should submit the materials to Purchasing Services as electronic attachments for e-Requisitions along with all other required documentation.

Additional items and documentation that may be required include:

- **Insurance Requirements:** A certificate of insurance is required for a specific population of vendors, as defined by the [Office of Risk Management](#), based on the type of goods or services that will be provided to the University and for those vendors who work on or occupy University property. The certificate is an official means of ensuring the outside party is in compliance with agreed-upon terms and that the University's interests are protected. Certificates will be obtained by the Office of Risk Management.
- **University Identification Badge:** Vendors who perform work on University property may be required to have a University identification badge issued by the [Department of Security](#), depending on the nature of the work performed.

f. Foreign Vendor Attachments

If the purchase involves the use of a foreign vendor, the University must obtain a completed [Form 3205 FR.05](#), *IRS Form W-8BEN* from the vendor. The Preparer should provide the name, country and address of the foreign vendor on a Form 3205 FR.05 and submit the incomplete form to Purchasing Services along with all other required documentation. The Vendor Compliance Unit (VCU) will coordinate directly with the vendor to complete the form. The VCU is required to keep a completed [Form 3205 FR.05](#), *IRS Form W-8BEN* on file for all foreign vendors providing services to the University.

Note: For Royalty Service Payments, please contact the Yale Tax Department prior to acquiring goods.

4. Request a Tax Exempt Certificate (Cert119), if Necessary

When dealing with a new vendor, the vendor may request a copy of the State of Connecticut CERT-119, which is issued by the State to the University and identifies us as a Qualifying Tax Exempt Organization. "Acceptance of this certificate, when properly completed, relieves the seller from the burden of proving the sales and storage, use or consumption of the tangible personal property or taxable services are not subject to sales and use taxes."

If requested by the supplier, the Preparer must request a blank CERT-119 from the University Tax Office and complete it using the following vendor information:

- Name;
- Address;
- Federal Employer Identification Number (EIN); and
- Connecticut Tax Registration Number.

The Preparer must submit the form directly to the Tax Office. The Tax Office will coordinate the authorization signature with the Office of the Controller within 24 hours of receipt. Once notified by the Tax Office of approval, the Preparer may pick up the authorized CERT-119 from the Tax Office or request that it be faxed or e-mailed.

B. If the Buying Guide Lists Yale Purchasing Card, Contact the Supplier Directly to Order

The Yale Purchasing Card (PCard) is a University-sponsored credit card used to facilitate the payment of travel and entertainment expenses and miscellaneous small dollar (<\$2,000) business-related goods and services as required for conducting University business. The [Yale University Buying Guide](#) indicates where the use of a P-Card would be appropriate for the most commonly purchased goods and services. Refer to [Procedure 3215 PR.01](#), *Yale Purchasing Card and Expense Management System (EMS)* for additional guidelines.

C. Ok-to-Pay Invoice

Invoices provided by a vendor and not related to a purchase order are referred to as Ok-to-Pay invoices. OK-to-Pay purchases should not be made via vendors that are available in SciQuest. Those purchases must be made using a SciQuest purchase requisition. Use of OK-to-Pay invoices are to be minimized.

Important Note: Departments making a purchase using the OK-to-Pay invoice method should instruct the supplier to include the department and Initiator/Preparer names on all invoices and deliver them directly to:

**Yale University, Accounts Payable
PO Box 208228,
New Haven, CT 06520**

Request a Vendor Set-Up, if Necessary

The Preparer should determine whether or not the suggested vendor is in the University's vendor database prior to submitting a purchase requisition in order to prevent delays in the payment process.

To determine if a vendor is in the Oracle vendor database, use the Procurement Inquiry tool to search for the vendor in the database. Access is provided to Procurement Inquiry via the Yale Administrative Menu System (YAMS). If the vendor does not appear in the vendor database, obtain a [Form 3205 FR.01](#), *Vendor Setup Request Form*. The Preparer should complete the form and obtain departmental approval. The form may then be submitted by e-mail from the Approver to vcu@yale.edu. It may also be faxed or delivered to Accounts Payable. For foreign vendor setup, an *IRS Form W-8BEN* will also need to be obtained and submitted to Accounts Payable.

D. Personal (Out-of-Pocket) Funds

In limited circumstances, small dollar purchases, as authorized in the [Controller's Office Fact Sheet](#), may be made using personal funds. Reimbursement for purchases of this type should be done via EMS. However, if a personal credit card or cash is used for travel and small expenses, the University will reimburse for sales tax paid.

1. Identifying Suppliers Not in the Buying Guide

If a suitable supplier cannot be identified using the [University Buying Guide](#), the Preparer should research and identify suppliers able to provide the good or service.

1. **Identifying Potential Suppliers**

Preparers may use a variety of tools to research and identify potential suppliers. Resources include trade and professional magazines, trusted colleagues, and web-based searches. Purchasing Services is available to assist in sourcing any University purchase.

2. **Vendor Identification Considerations**

Identification of University vendors should support and satisfy the department's business needs. Preparers researching vendors should seek to identify vendors supporting University initiatives (e.g., promoting diversity and environmental sustainability). In addition, Federal rules and regulations, University policies and procedures, and grant sponsor agreements may impose restrictions on the use of certain types of vendors. Refer to [Policy 3201](#), *General Purchasing* for additional guidelines.

a. **Diversity Suppliers**

As part of the University's desire to promote diversity, Purchasing Services encourages the solicitation and use of diversity suppliers for goods and services whenever possible. In addition, the use of diversity suppliers is a requirement for purchases related to many of the University's sponsored awards. Diversity suppliers include:

- Minority business enterprises (MBE),
- Women-owned business enterprises (WBE),
- Small or disabled veteran suppliers, and
- Historically underutilized businesses (HUBZone).

The Preparer should research and include diversity suppliers in the identification and solicitation exercise. There are many resources online to assist in locating diversity suppliers, including the Small Business Administration's [Central Contractor Registration \(CCR\)](#) system and the Connecticut Minority Supplier Development Council. Purchasing Services is also available to direct Preparers to qualified diversity suppliers.

b. **New Haven Suppliers**

Through the University's Buy New Haven program, which is dedicated to enhancing the economic vitality of the City of New Haven, departments are encouraged to use suppliers located in the City of New Haven in the purchase of goods and services to the extent practical and economically feasible. Purchasing Services, in cooperation with the Office of New Haven and State Affairs, has identified several local suppliers of commonly purchased goods and services. These suppliers are designated as "BNH" in the [University Buying Guide](#).

c. **Internal Service Providers**

In some cases, University labor contracts require the use of University internal service providers (ISPs) over external suppliers. The Preparer should review the [University Buying Guide](#) for the good or service being purchased. If there is a supplier marked as "ISP" for the good or service, the Preparer should contact the ISP to order the specified service or goods.

3 – **Creating a Purchase Order**

Purchasing Services is responsible for producing purchase orders for approved purchase requisitions and placing the order for goods or services with the supplier. Preparers are responsible for reviewing each purchase requisition and ensuring that it is correct.

1. Create a Purchase Order

For SciQuest requisitions, the creation of the Purchase Order is automatic upon completion of the purchase requisition.

Once Purchasing Services receives an approved purchase requisition and all purchasing activities are completed, it will create a purchase order.

2. Review the Purchase Order

When Purchasing Services converts the purchase requisition to a purchase order, the original is sent to the vendor. As soon as the department receives the purchase order copy, the Preparer should review it carefully and notify Purchasing Services promptly if there are any errors.

Each purchase order number has a three-letter prefix that provides basic information about the order. The meaning of each prefix letter is described in Table 1.

1 st Letter – Purchase Type	2nd Letter – Invoice Approval Requirement	3rd Letter – PO Issue Office
S = SciQuest Purchase Order D = Department Purchase Order U = University-wide contract Y = Standard Purchase Order	K = Yes, department approval is required (Available only for paper requisitions) N = No department approval is required	P = Purchasing

Table 1: Purchase Order Number Prefix Guide

3. Changes to Purchase Orders

If a purchase order needs to be changed to correct an error or add additional items, the Preparer should contact Purchasing Services and notify the Approver or Business Office of the correction. The Preparer should not contact the vendor. Changes should only be made by a Purchasing Services Buyer or representative to prevent problems with the order or payment processing.

4. Cancel an Open Purchase Order or Relieve a Budget Commitment

Note: It is the preparer’s responsibility to notify the vendor of a cancellation and return any merchandise received.

When requesting to cancel a purchase order, the Preparer must log on to the SciQuest application and complete the “Close PO Form” action, identifying the purchase order number, vendor name, and line item(s). When the form is properly completed, it will be sent to Purchasing Services, who will take the necessary actions for cancellation. Purchasing Services will process the request within three business days and notify the requestor of completion via email.

Note: Submission of an electronic purchase requisition via SciQuest or the creation of a purchase order from a paper requisition generates a commitment in Oracle. When an invoice is submitted and completely matched against the corresponding purchase order, the Purchase Order is closed and the commitment is automatically cleared.

When a zero-dollar or low-dollar purchase order remains on an account for more than six months and all items or services have been received, the Preparer must notify Purchasing Services of the need to have the purchase order closed in order to relieve the associated budget commitment.

Requests to close purchase orders can be made individually or in bulk on a spreadsheet by emailing the information to po.commitments@yale.edu. Purchasing Services will process a commitment close request within three business days and notify the requestor of completion via email. Purchasing Services monitors inactive purchase orders and will close POs that have had no activity (e.g. changes made to the PO or invoices paid against them) within the past 15 months.

4 – Verifying Receipt of Goods or Services

An authorized invoice Approver must confirm that the purchase has been successfully completed by verifying that the purchased goods or services have been received.

1. Verify the Quality and Quantity of Goods and Services

When goods and services are received, the department Business Manager or his/her designee must confirm that the goods or services delivered meet the order specifications. In particular, he/she must confirm that the quantity is correct and the quality is acceptable. If the quantity or quality is incorrect, the department Business Manager or his/her designee should contact the supplier directly to resolve the issue. The department Business Manager or his/her designee should contact Purchasing Services immediately if a satisfactory resolution with the vendor cannot be reached.

2. Monitor Partial Shipments

For partial shipments, the department Business Manager or his/her designee should refer to information provided on the packing slip indicating when the remaining items or services will be delivered. The department Business Manager or his/her designee must monitor future deliveries to make sure all items or services are received.

3. Provide Receipt Acknowledgement

For purchases with a value greater than \$5,000 and for orders where invoice review is required before payment is issued, the invoice Approver must provide a receipt of goods acknowledgement and approval of the invoice payment to Accounts Payable. Approval can be accomplished using one of the following methods:

<i>Receipt of Goods</i>	<i><\$5,000</i>	<i>=/>\$5,000</i>
<i>Documentation: How approver should record/document that goods have been received</i>	<i>Not required</i>	<i>Packing slip, verbal, e-mail, direct knowledge/observation</i>
<i>Confirmation: How approver should satisfy him/herself that goods have been received</i>	<i>Assumed with payment approval</i>	<i>Packing slip, verbal, e-mail, direct knowledge/observation</i>
<i>Acknowledgement : How approver should tell Shared Services (AP) that goods have been received</i>	<i>No acknowledgement required</i>	<i>Receipt of Goods field in AP work-list checked Submission & approval of EMS ER Invoice approval</i>

Record Retention

Please refer to the [Financial Review Guidelines](#), Transaction Review and Document Retention Guidelines and to the [Record Retention Requirements](#) published by the General Counsel's Office to determine how long to store various types of financial and administrative records.

Contacts

Subject	Contact	Phone/Email
Prepayments or down payments	Director of Accounts Payable	(203) 432-5394
Purchasing process	Purchasing Services Office	(203) 432-9955
Purchase orders	Purchasing Services Office	(203) 432-9955
Purchases related to restricted gift funds	Funds Management Office	(203) 432-1347
Purchases related to sponsored awards	Grant and Contract Financial Administration	(203) 432-2460
Purchasing card	Electronic Commerce Office	(203) 432-3227
Tax exempt certificates	University Tax Office	(203) 432-5530
Vendor set-up	Vendor Compliance Unit	vcu@yale.edu

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