



The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.

Purchase Order

CTK developed the standard procedure to purchase the items required for the Instructions based on available inventories and orders from instructors.

1. Instructors notify or verbally request the purchasing coordinator for purchasing the supplies required for the classes.
2. Purchasing coordinator place the order in timely manner
3. Purchasing coordinator inform about order to finance officer and document the order.
4. Finance officer approved the order
5. Purchase coordinator maintains stocks of supplies, make inventories and maintains, repair and operate the supplies.