



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

Emergency Purchase Order

CTK developed the standard procedure to purchase the emergency items, supplies or equipment required for the Instructions.

1. Instructors verbally request the purchasing coordinator for rush delivery of certain items or equipment necessary for the instructions. Purchasing coordinator has authority for rush order without the approval of finance officer up to \$100 at once.
2. Purchasing coordinator place the order for rush delivery.
3. Purchasing coordinator inform the emergency order to finance officer and document the order.
- 4.** Finance officer approved the order