

**C. Emergency Funds**

**HOW ARE FUNDS OBTAINED?**

Through Library Business Services  
Barbara Schulz, Head

x 3-2942

Nancy Flynn, Assistant

x 3-2947

**HOW ARE PURCHASE ORDERS OBTAINED?**

Through Library Business Services  
Barbara Schulz, Head

x 3-2942

Nancy Flynn, Assistant

x 3-2947

**HOW ARE FUNDS OBTAINED DURING EVENINGS AND WEEKENDS?**

On evenings and weekends any emergency supplies can be obtained through Facilities Management (ext. 3-7800). Staff of Plant Operations are authorized to purchase any needed supplies not already on hand for use by the library during an emergency.