

**C. Emergency Funds**

**HOW ARE FUNDS OBTAINED?**

Vivian Tetreault, Financial Manager  
x 3-1557

Richard Hurley, Building Supervisor  
x 3-1551

**HOW ARE PURCHASE ORDERS OBTAINED?**

Vivian Tetreault, Financial Manager  
x 3-1557

Richard Hurley, Building Supervisor  
x 3-1551

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

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