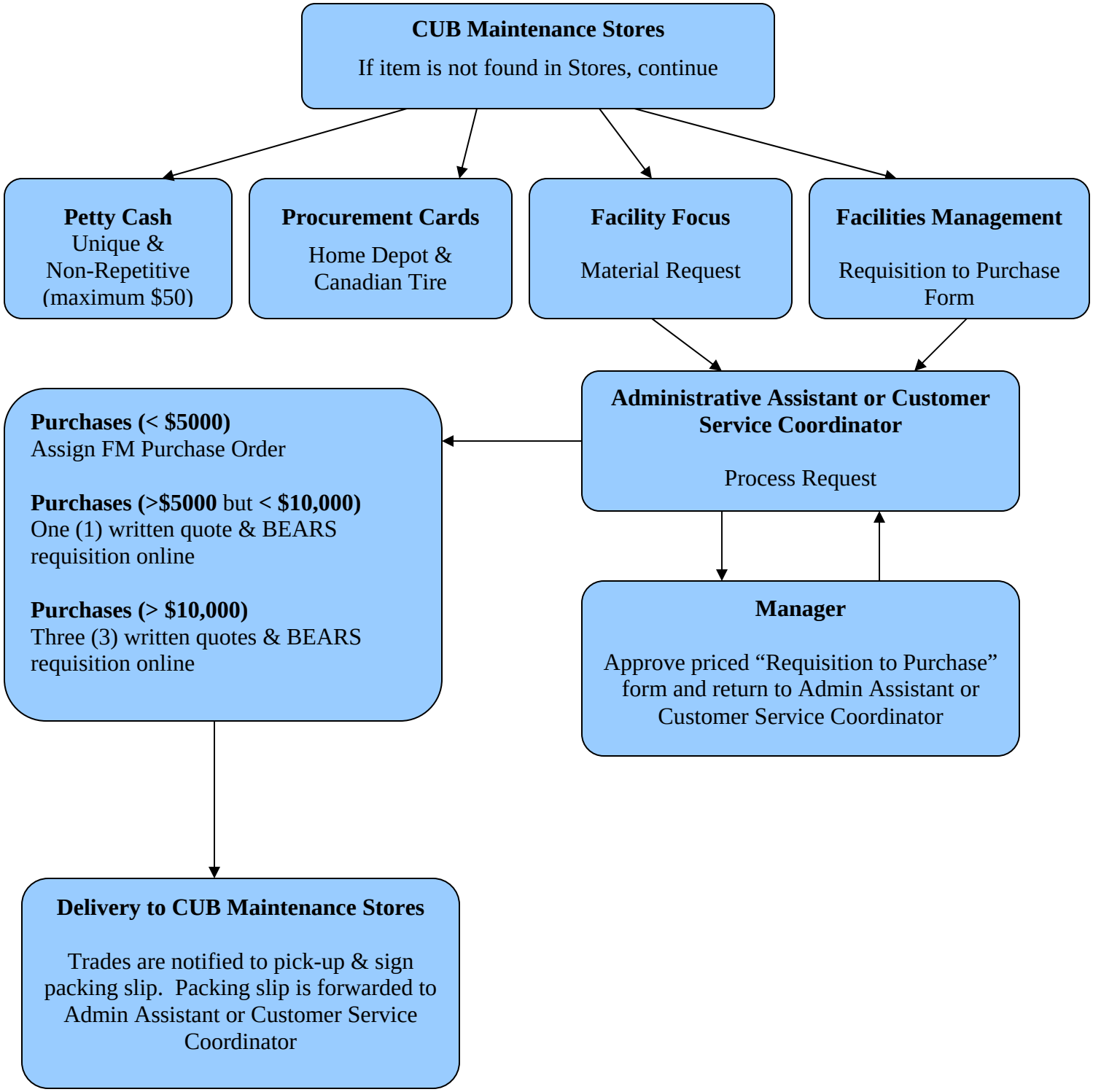Procedures for Acquiring Materials, Tools & Outside Services Under $10,000