

Manual of Administration

TOPIC: Administration	SUBJECT: Supplies	Code: AD183
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PURPOSE: This policy will establish the procedure support staff must follow to obtain First Aid and office supplies.

PROCEDURE:

1. Office and First Aid supplies purchased by the employee will not be reimbursed.
2. Office Supplies
Pens and paper, etc., can be obtained from Administration. All other office supplies can be requested from your immediate supervisor. If your supervisor approves your request, he or she will order them from Administration.
3. First Aid Supplies
Supplies required to re-stock household First Aid kits can be obtained from the Human Resources Officer.
4. First Aid supplies are kept in a front supply cupboard. The Human Resources Officer will record what supplies are removed from the cupboard and will replenish them when necessary.