

## Manual of Administration

<b>TOPIC:</b> Finance	<b>SUBJECT:</b> Monthly Allowance for Products for Employees In Residential Locations	<b>Code:</b> FN150
		<b>Date of Issue:</b> April 1993
		<b>Revised:</b> October 2022
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**Purpose:** In order to promote respect for personal property and negate additional financial expense for the individual we support, the agency will provide funds for to assist with the cost of products used by staff while supporting people in residential locations.

1. **Items that can be purchased:** Hand soap, paper towels, toilet paper. Salt, ice melt, sand. \$50.00 per month per location will be authorized for the above items.
2. **Procedure:** via payroll.
3. **Payment:** via payroll.
4. Employees are prohibited from using personal points cards (i.e. Airmiles) to purchase client or Avenue II supplies or gaining personally as a result of the purchase, however it is recognized this isn't always possible.