

Office Supplies Policy



- The company maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc. used on a day-to-day basis by employees. You can locate these supplies _____ [specify location(s)].
- Employees needing additional items not regularly stocked can place an order by [specify specific process including the use of purchasing system, calling the vendor directly, placing an order through a staff person, etc.]
- 03 The cost of supplies will be borne by your department/division. Approval for purchase must be obtained from your immediate supervisor before placing an order.

- 04 All office supplies are for business use only and should not be removed from the office for non-business use. Noncompliance with any aspect of this policy will result in disciplinary action in accordance with company policy.