

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 use of purchasing system, calling vendor directly, placing an order through a staff person, etc.]

The cost for supplies will be born by your department/division. Approval for purchase must be obtained from your immediate supervisor before placing an order.