

**POLICY NO. 2001/06**

**POLICY TITLE:** **Ordering Disposable Common Supplies for Municipally Owned Facilities**

**DATE ADOPTED:** **August 28, 2001**

**POLICY PURPOSE:** To establish guidelines for ordering supplies for municipally owned facilities to obtain the best possible pricing and eliminate waste on disposable common supplies (eg. gloves, paper products, cleaning products, garbage bags).

- POLICY:**
1. An inventory from the Public Works Shop and the Arena will be supplied to the municipal office once a year - at the beginning of December.
  2. The municipal office will determine the amount of supplies required to be ordered. All ordering of these disposable products will be placed by the municipal office using purchase orders. Orders will be placed with local businesses as much as possible.
  3. The public works department are responsible for advising the municipal office of products that need to be re-ordered before supplies run out.
  4. Once orders have been received, they will be stored in a central area. The municipal office will be advised by public works of the amount of supplies removed and for which particular area they will be used to ensure for proper coding.

  
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Mayor

  
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Chief Administrative Officer