

10.06 Requisition for Office Supplies

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that all requests for office supplies be submitted to the Office Manager on the designated form by noon on Friday.

Procedure:

Requests for office supplies should be submitted on a legible, "Office Supply Requisition" form.

The Office Manager will fill the orders and distribute the supplies by noon each Monday. Any ordered supplies will be distributed as received.