

12.05 Acquisition and Provision of Promotional Materials

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that the Marketing Department maintains supplies for promotional and support activities.

Procedure:

The Marketing Department will review publications that provide promotional materials which may benefit the organization.

Any requests for promotional material must be submitted to the Marketing Department and include the type(s) and quantity of media desired, date needed as well as any promotional ideas.

The Marketing Department will provide guidance as to any promotional idea.

The Marketing Department will submit the any purchase requisitions to the Finance Department.

The Marketing Department will place the order per the vendor's requirements.

Marketing and promotional materials will be shipped to the Marketing Department, inspected and forwarded to the requester. Any excess stock/goods will be stored and maintained by the Marketing Department.

The Office Manager will be alerted as to any cross-utility of the goods.