

17.13 Store Supplies

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain a reasonable level of supplies at each retail store.

Procedure:

The store manager is responsible for ordering and maintaining supplies, including, but not limited to:

- Bags
- Signs
- Sign holders
- Cash register tape
- Adding machine tape
- Hangers
- Pens/pencils
- Price tags, attachers, tagging guns and needles
- Pricing guns and tape
- Light bulbs
- Cleaning supplies
- Printer cartridges
- Copier cartridges
- Copy paper
- Necessary forms

Supply levels shall be monitored weekly.

A Licking/Knox Goodwill Industries, Inc. Office Supply Requisition or Purchase Requisition Form shall be used when ordering supplies. Emergency expenses under \$50.00 may be reimbursed through any store register (refer to Policy & Procedure 11.12, *Cash Reimbursed Expenses*.)

All requisitions must be approved by the Director of Retail or Retail Coordinator.