

17.47 Emergency Needs Requisition

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide assistance to individuals within the community who are in need of clothing.

Procedure:

Individuals seeking assistance may visit one of the selected social service agencies who have authority to dispense Licking/Knox Goodwill Industries, Inc. Emergency Needs Requisitions.

Social service agencies and their clients must follow all guidelines on the Emergency Needs Requisition form. Failure to do so will result in confiscation of the form, and the individual will no longer be eligible to receive merchandise from Licking/Knox Goodwill Industries, Inc.

Licking/Knox Goodwill Industries, Inc. has the right to change authorized social service agencies at any time and without prior notice. All Emergency Needs Requisitions are the property of Licking/Knox Goodwill Industries, Inc. Licking/Knox Goodwill reserves the right to refuse a requisition.

In an emergency situation, the Administrative Office has authority to issue Emergency Needs Requisitions upon the approval of the Director of Retail, Retail Coordinator, or CEO/President.

Clients may use the Emergency Needs Requisition at one retail location only.

Once a client has finished his/her shopping, the store staff will complete the requisition by entering items received and their dollar value. The client will sign and date the completed requisition.

Requisitions will be totaled and delivered daily to the Director of Retail. Each month, store managers shall report to the Director of Retail the total number of vouchers issued.

Support staff maintains a database of clients and generates monthly reports. Reports are available to staff via Goodwill's computer network.

Selected social service agencies will be allowed to purchase additional Emergency Needs Requisitions at a discount. The Director of Retail will establish the maximum number of requisitions available for purchase.

Guidelines

- All items are "as-is" with no warranties, implied or expressed. Goodwill does not guarantee that all items listed will be available. Substitutions are not allowed.
- Requisitions may not be filled with new goods, including distressed or "Unlimited Bargain" goods, or new furniture.
- Items chosen must be for the person named on the requisition as the client.

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- Children (under 18 years of age) are limited to one requisition every six months. Adults (age 18 and over) are limited to one requisition per year.
 - Requisitions are not transferable.
 - Requisitions expire on the last day of the month in which they are issued and cannot be replaced if lost or stolen.
 - Requisitions must be used at only one store location and items must be selected during a single visit. **Once any part of a requisition is filled, it is considered complete; even if all items are not selected.**
 - Only the client, the client's parents, or legal guardian may fill a child's requisition.
 - Requisitions are valid only at Licking/Knox Goodwill retail locations.
 - The total dollar amount of the items provided may not exceed **\$50.00**.