

20.03 Procurement of Supplies and Equipment

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to procure supplies and equipment as needed to complete contracted projects.

Procedure:

Materials to be used on specific projects will be obtained in one of the following manners:

- Customer will purchase and deliver materials to Project Solutions.
- Project Solutions will include cost of materials in the contract proposal. This cost will be at a rate of no less than vendor pricing plus a handling charge.
- A contract may be negotiated to include a combination of customer-provided and Project Solutions-provided supplies and equipment.

Material inventory accountability is the responsibility of the assigned project supervisor. This includes verifying the delivery of product, supplies and equipment along with the security and disposition of material until the contract is satisfactorily fulfilled or product is returned to the customer.