

Procedure 4.0103

Central Supply Room Procedure

Routine supplies (pens, pencils, writing pads, calendars, tape, staples, stationery, envelopes, etc.) may be picked up and signed for by authorized persons during posted supply hours. Supplies may be picked up and signed for after hours by contacting the evening receptionist before 7:00 PM. The supply room is located in the Mail Room in Building 1. Work Study students must sign the name of the instructor or staff member requesting the item(s) when checking out supplies.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Services and Resources Policy](#)

History

Senior Staff Review/Approval Dates: 2/18/14

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*