

POLICY ON DEPARTMENT SUPPLY AND SERVICES

Created: December 9, 2005

Last Edited: January, 2016

Policy:

The purpose of this policy is to provide some office support to faculty members in their work (unrelated to funded research projects), but to ensure that this support is provided in a reasonable and equitable manner. This is to be achieved by allowing each faculty member to equip their office with necessary supplies to provide a reasonable work environment. The purpose of this is to give faculty members reasonable support for their office, beyond which the individual becomes responsible.

Supplies covered (examples)

Pens	Business Cards
Highlighters	Dry Erase Markers
Printer paper (office only)	Note Pads
Pencils	Batteries
Markers	Post-It Notes
Envelopes	Letter Head
Stapler & staples	File Folders

Supplies and Services not covered

Bulk Postage -Bulk mailing will be the responsibility of the Department member.

Lab Supplies - Lab supplies are to be charged to a Research Account (if eligible)

Lab Printing – no lab printing is allowed on department photocopiers

Courier

USB

White Board

Printer and cartridges

Procedures:

Please record on the ledger when you are taking any supplies and if it is for your lab or office. In the case of research grant eligible lab supplies, please provide accounting information.