

PATHWAYS ABILITIES SOCIETY

PROCEDURE: PURCHASING AND STORAGE

Applies to: All Personnel and Volunteers

Effective/Revision Date:

November 30, 2011
December 21, 2012
June 9, 2014
July 8, 2015
September 18, 2017
June 4, 2018
June 12, 2018

Purchasing

1. Annually in January of each year a budget is prepared by the executive director, finance manager and secretary treasurer for the board's consideration and approval.
2. Major purchases are identified and budgeted for.
3. Pathways Abilities Society staff adheres to the Bank Account, Signing and Spending policy and procedure.
4. Purchasing of supplies and goods for each of the service areas are approved by the supervisor or manager.
5. Staff creates or adds items to the "Costco Shopping List" or the "Supplies" list in ShareVision. Prior to printing the list and making the purchases, the list must be approved by a supervisor or manager.

Asset Tracking

1. The person making a non-consumable purchase enters the information in the Asset Management ShareVision list.
2. He/ she uploads and attach the receipt to the entry.
3. The finance manager or designate ensures all non-consumable assets are tracked in the ShareVision list.

Storage

123 Franklyn Road

1. Promotional supplies are stored in the upper pod above the executive director's office.
2. Janitorial supplies are stored in the downstairs laundry room. Some supplies that are needed more readily are stored in the upstairs janitorial room.
3. Office supplies are stored in the third floor storage room beside the board room.

4. Coffee and coffee supplies are stored in the kitchen in the pantry.
5. Hygiene and individuals personal supplies are stored in transfer room bathroom.
6. Staff requiring supplies are to obtain a key from a supervisor or a staff who has been issued a key.
7. Items needing replenishing are added to the ShareVision "Costco Shopping List".

2835/ 2387 Bouvette

1. Stationary supplies are located in the kitchen of 2835.
2. Janitorial supplies are stored in the laundry room of 2837.
3. Items needing replenishing are added to a shopping list posted on the kitchen cupboard.

647 Old Meadows Road

1. Stationary supplies are located in the office areas.
2. All janitorial supplies and cleaning supplies are locked in the laundry room, extra supplies (bigger quantities) are stored on the shelves in the garage and if the door is locked.
3. Items needing replenishing are added to the shopping list and added to the Costco list.

1216 St Paul Street

1. Stationary supplies are located in the ICO reception office.
2. Janitorial supplies are stored in the closet next to washrooms on upper level.
3. Items needing replenishing are added to the Costco list

2476 Main Street

1. Janitorial supplies are stored in the back transfer room in the cupboard and on the shelves. Some supplies that are needed more readily are stored in kitchen pantry beside the bathroom.
2. Stationary supplies are stored in the desks at the back of the main room.
3. Coffee and coffee supplies are stored in the kitchen in the pantry.
4. Hygiene and individuals personal supplies are stored in back transfer room and in the bathroom on the shelves.
5. Activity Supplies are stored in the cupboard in the back room.
6. Items needing replenishing are added to the ShareVision "Costco Shopping List".