

PATHWAYS ABILITIES SOCIETY

PROCEDURE: SUPPLIES, PURCHASING AND STORAGE

Applies to: All Personnel and Volunteers

Original Effective Date: November 30, 2011

Effective Date: October 23, 2023

Replaces Procedure Dated: April 4, 2022

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. All purchases must be added to the ShareVision Supplies and Costco Shopping list.
5. Purchasing supplies and goods for each service area are reviewed by the Community Placement Developer (CPD) and then approved by the supervisor or manager.
6. The CPD monitors inventory and purchases. They inform the supervisor or manager there is a supplies request by email. The CPD informs them if there is enough inventory in storage for a request or if a purchase is needed.
7. If the supervisor approves the supply request, the purchase is printed and attached to the appropriate expense form, i.e., Petty Cash or Expense Mileage Claim. Refer to Mileage and employee expense claim policy and procedure.
8. When received, the supervisor or manager completes and concludes the request(s).

Asset Tracking

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

Supplies in and out

1. When receiving supplies or taking supplies, enter the numbers in the specific area inventory list.

123 Franklyn Road

1. Promotional supplies are stored in the third-floor storage room beside the boardroom.
2. Janitorial supplies are stored in the downstairs laundry room. Some more readily needed supplies are stored in the upstairs janitorial room.
3. Sanitation supplies are stored in a locked room inside the auditorium.
4. Office supplies are stored in the third-floor storage room beside the boardroom.
5. Personal supplies of individuals are stored in the accessible/transfer bathroom off the downstairs lunchroom. Some of the drawers in this room have been labelled with the individual's name. Other personal supplies can be found in the individual's backpack that they bring to and from Pathways.
6. Staff requiring supplies must obtain a key/code from a supervisor or a staff who has been issued a key/code.
7. Items needing replenishment are added to the ShareVision Supplies and Costco Shopping list and must be reviewed by CPD and approved by a supervisor or manager before purchasing them. The Executive Director or Finance Manager must also approve items over \$100.00.

2835/ 2387 Bouvette Street

1. Stationery supplies are located in the kitchen of 2835.
2. Janitorial supplies are stored in the laundry room of 2837.
3. Items needing replenishment are added to a shopping list on the kitchen cupboard.
4. Any larger or out of the ordinary items needing to be purchased are added to the ShareVision Supplies and Costco Shopping list. These items must be reviewed by CPD and approved by a supervisor or manager before purchasing them. The Executive Director or Finance Manager must also approve items over \$100.00.

647 Old Meadows Road

1. Stationery supplies are located in the office areas.
2. All janitorial and cleaning supplies are locked in the laundry room, and extra supplies (larger quantities) are stored on the garage shelves with the door locked.
3. Items needing replenishing are added to a list in the home.
4. Any larger or out of the ordinary items needing to be purchased are added to the ShareVision Supplies and Costco Shopping list. These items must be reviewed by CPD and approved by a supervisor or manager before purchasing them. The Executive Director or Finance Manager must also approve items over \$100.00.

1250 Guisachan Road

1. Stationery supplies are located in the office areas.
2. All janitorial supplies and cleaning supplies are locked in the laundry room.
3. Items needing replenishing are added to a list in the home.
4. Any larger or out of the ordinary items needing to be purchased are added to the ShareVision Supplies and Costco Shopping list. These items must be reviewed by CPD and approved by a supervisor or manager before purchasing them. The Executive Director or Finance Manager must also approve items over \$100.00.

1216 St. Paul Street

1. Stationery supplies are located in the ICO reception office.
2. Janitorial supplies are stored in the closet next to the washrooms on the upper level.
3. Items needing replenishment are added to the ShareVision Supplies list and must be reviewed by CPD and approved by a supervisor or manager before purchasing. The Executive Director or Finance Manager must also approve items over \$100.00.
4. Supplies being removed are recorded by the person removing them on a supply sheet inside the supply cabinet 1.
5. Any larger or out of the ordinary items needing to be purchased are added to the ShareVision Supplies and Costco Shopping list. These items must be reviewed by CPD and approved by a supervisor or manager before purchasing them. The Executive Director or Finance Manager must also approve items over \$100.00.

2476 Main Street

1. Janitorial supplies are stored in the back transfer room in the cupboard and on the shelves. Some more readily needed supplies are stored in the kitchen pantry beside the bathroom.
2. Stationary supplies are stored in the desks at the back of the main room.
3. Hygiene and individual's personal supplies are stored in the back transfer room and the bathroom in the plastic drawers.
4. Activity Supplies are stored in the cupboard in the back room, or on the shelves, or in the cabinets in the front activity room.
5. Items that need to be replenished are added to the ShareVision Supplies and Costco Shopping list and must be reviewed by CPD and approved by a supervisor or manager before purchasing them. The Executive Director or Finance Manager must also approve items over \$100.00 before purchasing.

1360 Bertram Street

1. Janitorial supplies are stored in the first-floor custodial room (located in the laundry room).
2. Stationary supplies are stored in the printer cabinet in the office.
3. Items that need to be replenished are added to the ShareVision Supplies and Costco Shopping list and must be reviewed by CPD and approved by a supervisor or manager before purchasing them. The Executive Director or Finance Manager must also approve items over \$100.00 before purchasing.