

Policy Number	028-M-2007
Policy Group	Membership
Policy Name	Administrative Supplies for Locals
Date of Origin	June 2007
Date Amended	September 2013
Date Reviewed	November 2013, September 2014

PURPOSE To provide Locals the opportunity for administrative tools and discounted office supplies.

SCOPE Local Executives

POLICY STATEMENT To maximize savings achieved through bulk purchasing, SUN Office will permit Locals to take advantage of such savings. To provide one-time funding for the purchase of a laptop for local use.

PROCEDURE

To order office supplies contact the First Vice-President or designate.

SUN will provide a \$500 grant to Locals towards the one-time only purchase of a laptop computer. Maintenance of the laptop will be the responsibility of the Local and should be built into their yearly budget.