Stationery and Consumables Policy and Procedures

Policy

This policy relates to the purchase and replacement of consumables and general stationery.

Note that some pieces of equipment require special training or an external technician for the installation of replacement consumables.

Procedures

Purchase

* As a general rule, all purchases must be approved by the department manager and processed by the Office Administrator,
* A nominated person in each department will check paper supplies and other general stationery weekly, to ensure stock levels are adequate,
* All staff members are to implement John Readings’s policy on conservation and use paper and other consumables efficiently.

Replacement of consumables

* All staff members are responsible for the replacement of paper in photocopier, fax machine, etc. for their own use,
* All staff members are to ensure that they remove special paper (coloured paper, letterhead, etc.) from the photocopier once they are done and return to supply cupboard,
* Photocopier and printer toner is to be replaced by trained personnel only. Staff members that have not been trained by the Office Administrator to replace toner cartridge are not to attempt it,
* Photocopier drum cartridges are only to be replaced by the Xerox technician. Replacement by someone not authorised by Xerox will void our warranty,
* Notify the Office Administrator as soon as the ‘Drum cartridge is running low’ message appears and they will arrange for a technician to attend as soon as practicable.

Maintenance/servicing

* Regular servicing of equipment is to be booked and recorded in the equipment service log by the Office Administrator,
* All equipment is to be serviced according to the manufacturers’ warranty and, at a minimum, once per year.