

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY:
Administration

SUBJECT:
Purchases by Staff

SECTION:
P
POLICY:
5

DATE:
September, 2004
REVISION DATE: July, 2012

Signature: _____
ADMINISTRATOR

PURCHASES BY STAFF

POLICY:

- Staff are welcome to purchase goods from the Home.
- Items must be paid for in the office, before they are taken by the staff.
- All groceries must be picked up by 4 p.m.

PROCEDURE:

1. A grocery slip is filled out in the kitchen and left for the Dietary Supervisor.
2. The supervisor will calculate costs.
3. When items are in, the staff will pay for them by cash or cheque. The Grocery slip is marked "paid" and taken into the kitchen.
4. Items are labelled with names of purchasers.
5. The Dietary Supervisor and/or her delegate will check the order and give the staff the groceries.