

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-03-007.2
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TITLE: Office Supplies	Approved: Title: <i>Louis DiBernardinis</i> <hr/> Director, EHS
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- If you notice something running low, or you take the last of an item, let the EHS Receptionist know so that he/she may order more.
- If you have a special order, look in the Office Depot supply catalog and write it in the “**Office Depot Order Book**” at the EHS Receptionist’s desk.
- All orders are subject to Personnel Administrator’s approval.
- Keep the supply room neat. If you unwrap/look for something, return the items to their original order and throw away the trash.
- **Do NOT** store items on the top shelf, where it will block the sprinkler head.
- Supply room is open from 8:00am-5:00pm, Monday–Friday. Closed during holidays. If you open the supply room door after business hours, be sure to close it behind you.