

## Atlantic Provinces Special Education Authority

Procedure Title: **Procurement of Office Supplies by APSEA Staff**

Effective Date: **January 2019**

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Office supplies such as paper, pens, post-it notes, file folders etc., are available to APSEA staff for work purposes. Basic supplies are regularly kept in stock. A list of commonly carried items is included as Appendix A. Specialty items will not be ordered if a comparable item can be taken from stock or purchased at a lower price.

### **ORDERING BASIC SUPPLIES**

When staff need office supplies replenished, they will email their Supervisor, and identify the following:

- name of item(s) required,
- quantity,
- item specifications (e.g., colour, size),
- date required.

The Supervisor will send approved requests to the Purchasing Clerk.

Items ordered for use in shared office spaces should be identified as DHH or BVI specific, if this is applicable. If items are to be used by all staff within an office, no designation is required.

Staff should allow a reasonable amount of time for their order to be filled and will be notified by the Purchasing Clerk by email when their order is ready to be picked up. If a specific delivery date is required (e.g., during In-service week) this should be included in the request. Field based staff should also specify a delivery address.

Orders that specify a delivery location at the APSEA Centre will be placed in the Supply Pickup Area. Access is available Monday through Friday from 8:00 a.m. until 2:30 p.m. If alternate delivery means within the APSEA buildings are required due to the size of the order, or other factors, this should be arranged directly with the Purchasing Clerk.

## **SPECIAL ORDERS (ITEMS NOT IN STOCK)**

For procurement of items not regularly, or currently, in stock an email or an APSEA Requisition Form is required. The email or Requisition Form must be submitted to the staff person's direct Supervisor for approval. Approved requests will be sent to the Purchasing Clerk by the Supervisor with a copy to the staff person, so that they are aware the request is proceeding.

Once requested items arrive staff will be informed by an email from the Purchasing Clerk that items are available for pick up, or are being sent to the specified delivery address.

## APPENDIX A

- “O” rings – various sizes
- 5 subject notebooks – 9” x 6”
- Avery labels – various sizes
- Ball point pens
- Binders – various sizes
- Bubble envelopes – various sizes
- Cardstock – various colours, letter
- Cardstock – white, letter
- Clip boards
- Cold laminate for LS1001
- Colour coding dots
- Coloured pencils
- Crayons
- Dry erase markers
- Dry eraser for white board
- Elastics – thick and thin
- Erasers
- Exercise books (student scribblers)
- File folders – letter and legal, various colours
- Fold back binder clips – various sizes
- Glue sticks
- Hanging file folders – letter and legal
- Highlighters – various colours
- Hole punches
- Index cards – small and large
- Ink cartridges – various types
- Letter size writing pads
- Masking tape
- Packing tape
- Paper clips – 1” and 2”
- Pencils – wooden and mechanical
- Permanent markers
- Photo copy paper – letter and legal
- Post-it notes – various sizes
- Push pins
- Scissors
- Scotch tape
- Sharpies – black
- Sheet protectors
- Standard white envelopes
- Staple removers
- Staplers
- Staples
- Tab dividers – 5 or 8
- Twin pocket folders – red, blue, yellow
- Velcro – black and white
- White glue
- White out – liquid and tape