Effective Date: January 1, 2002

Michael D. Lamarr

Russell R. Cook

John F. Stellakis, Chairman

Board of Selectmen
Adopted by:

Office Supply Purchase Policy

Supplies taken will need to be ordered before your supply runs out. Departments will sign a receipt for the
items that are specific for a particular department will not be kept on supply, therefore
supplied at the Town Office. However, certain items such as toner, printer cartridges,
declarations on a regular basis, such as copy paper, pens, pencils, etc. will be kept on

3rd Thursday of the month for orders. The following month. Supplies that are used by all

All departments are to submit a purchase requisition to the Town Office no later than the