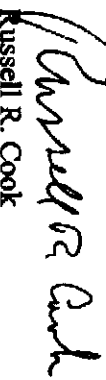


### Office Supply Purchase Policy

All departments are to submit a purchase requisition to the Town Office no later than the 3<sup>rd</sup> Tuesday of the month for orders for the following month. Supplies that are used by all departments on a regular basis, such as copier paper, pens, pencils, etc. will be kept on supply at the Town Office. However, certain items such as toner, printer cartridges, items that are specific for a particular department will not be kept on supply, therefore will need to be order before your supply runs out. Departments will sign a receipt for the supplies taken.

Adopted by,  
Board of Selectmen

  
John J. Singelais, Chairman

  
Russell R. Cook

  
Michael D. Lamare

Effective Date: January 1, 2002