



FORMS ACQUISITION – RR-I-14

POLICY:

The Records department is responsible for maintaining a Forms Catalog and to process all forms requisitions in a timely manner.

PURPOSE:

To provide a central access to OPTIONS' forms contained in the Forms Catalog.

PROCEDURE:

1. On a weekly basis, a forms requisition RR020 is completed and forwarded to Records in order to maintain an adequate stock of forms to meet the needs of each area.
2. The forms requisition shall be completed within three working days of receipt.
3. In the absence of the Records Clerk, urgent requests should be forwarded to the Finance Manager for processing.
4. The forms will be forwarded to the requester and a copy of the requisition will be maintained in Records.

RECOMMENDED BY: Manager of Finance

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Client Services
Administration, Client Services

ORIGINAL POLICY DATE: February 1996

AUTHORIZED BY: Executive Director

SIGNATURE:

