

POLICY: RR-I-14

**DEPARTMENT:** Records

**CATEGORY:** Records Administration

**EFFECTIVE DATE:** January 2006

**SUPERSEDES VERSION DATED:** January 1998

Page 1 of 1

Policy & Procedure Manual

## 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.
- 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

Policy: RR-I-14 Appendix A

# OPTIONS northwest RECORDS FORMS REQUISITION

DATE FORM COMPLETED: LOCATION:			
FORM#	TITLE	REQUESTED	SENT
1			
	RECORDS USE ONLY	The Against the C	

DATE FORMS FORWARDED TO HOME: