

Departmental Paper Procedures

1. Paper for the department is stored in Fleming Room 130 and 136B.
2. Faculty/Staff complete a supply form when requesting paper.
3. Supply forms are put in the supply inbox located on my desk.
- 4 At the end of each month the amount of paper that faculty received is recorded on *Chemistrypaperconsumption.xls* spreadsheet. The spreadsheet is saved on Chem_Admin and emailed to the Chair and DBA.

The purpose for the procedures is to ensure that the paper is properly stored in a secure area and to make sure that the distribution of paper within the department is not being abused.