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Name: Inventory & Distribution – Inventory Supplies List

Policy Number: 4-6003
Origin: Financial Services
Approved: 1 August 1994
Issuing Authority: Senior Director, Financial Services
Responsibility: Manager, Procurement Services
Effective Date: 1 January 2013
Revision Date(s): 1 July 1997, 1 September 2007, 1 January 2013

A list of the supplies carried at Inventory & Distribution (I&D) is available from Procurement Services. Products are categorized by general classification and then further subdivided by description/use. Each commodity is assigned a unique commodity code to assist in referencing.

Due to fluctuating prices, it is impractical to maintain pricing on the supplies list, however the packing slip delivered with the goods will contain individual item prices and the total order cost. Pricing may be obtained on any of the items by calling I&D and quoting the commodity code.