

## Manual of Administration

<b>TOPIC:</b> Finance	<b>SUBJECT:</b> Personal Hygiene Products for Employees in N.E.I.G.H.B.O.U.R.S.	<b>Code:</b> FN150
		<b>Date of Issue:</b> April 1993
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**Purpose:** In order to promote respect for personal property and negate additional financial expense for the individual we support, the agency will provide funds for to assist with the cost of products used by staff while supporting people in the N.E.I.G.H.B.O.U.R.S. program in 24 hour locations.

1. **Definition: Personal 24 hour Hygiene Products:** Hand soap, paper towels, toilet paper.
2. **Health and Safety:** Salt, ice melt, sand. \$20.00 per month per N.E.I.G.H.B.O.U.R.S.' location will be authorized for the above items.
3. **Procedure:** An employee designated for this responsibility issued a \$20.00 advance. This will be replenished upon the presentation of a valid receipt for the authorized items. The receipt must be countersigned by the appropriate N.E.I.G.H.B.O.U.R.S.' Manager.
4. **Authority for Payment: The Agreement to Purchase Personal Hygiene Products/N.E.I.G.H.B.O.U.R.S.** will be the authority for payment and recovery of outstanding funds.
5. **Payment:** From Petty Cash fund.
6. Employees are prohibited from using personal points cards (i.e. Airmiles) to purchase client or Avenue II supplies or gaining personally as a result of the purchase.