



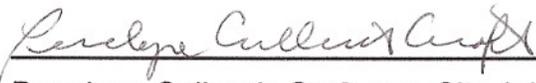
ADMINISTRATIVE REGULATION

Office of the City Administrator

Number	204
Sections	1-6
Effective Date	8/1/07
Responsible Department	Finance
Review Date	8/1/12

SUBJECT: Office Supplies

1. **Purpose:** The Standard Supply List and all other supplies used for the purpose of employees ordering office supplies on an as-needed basis.
2. **Authority:** Section 401 of the Huntington Beach City Charter.
3. **Application:** This Regulation applies to all departments' personnel.
4. **Policy:** The vendor of office supplies is established by the Central Services Division going through the procurement process. The Standard Supply List is supplied by vendor through the online website. All orders are placed online with our Office Supply Vendor. This process is the established method for the ordering of all office supplies.
5. **Responsibilities:**
 - 5.1. The originator of a Standard Supply List and all other items is responsible for completing these forms. The departments must have a blanket purchase order number for orders not on Standard Supply List.
 - 5.2. Central Services is responsible for paying for Standard Supply List orders only. Orders that are placed by 4 p.m. will be received the following day directly to ordering department.
6. **Procedures:**
 - 6.1. Blanket purchase order numbers are assigned by the Central Services Division after requisition is submitted by the department.
 - 6.2. At the time supplies are delivered, packing slip/delivery slip is signed by the department as being received, and a copy is left with originating department.
 - 6.3. Invoices are on the monthly summary billing sent directly to departments to approve and sent to Accounts Payables for payment.



Penelope Culbreth-Graft, DPA, City Administrator