

# **POLICY #230**

## **COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA**

### **POLICY GOVERNING EMPLOYEE PURCHASING POLICY**

#### **REFERENCE:**

Previous Cottonwood Heights Parks & Recreation Service Area Employee Purchasing Policy

#### **PURPOSE:**

To establish a policy and guidelines for employees to purchase items through the Resale Department.

#### **SECTION I: DEFINITIONS**

Resale Product – Items ordered by the resale clerk for resale to the public and employees.

Resale Clerk – Employee of Cottonwood Heights Parks & Recreation Service Area responsible for ordering all products for resale to the public and employees.

Special Orders – Product not available for resale and must be special ordered by the Resale Clerk.

#### **SECTION II: POLICY**

- 1.0 An employee purchasing items from the resale department is entitled to a 20% discount on the retail cost of all merchandise.
- 2.0 Office supplies not available for resale purchased by employees are charged at the following formula: Center cost + tax.
- 3.0 Any employee needing to order special items necessary to perform the duties of their job will submit a request to their department head for approval.
  - 3.1 Items approved by the department would be charged at the following formula to the employee: Center Cost + freight + tax.

#### **SECTION III: PROCEDURE**

- 1.0 The Resale Clerk will inventory and maintain office supplies for all departments.

2.0 The Resale Clerk will inventory and order all products for resale following the guidelines of the purchasing policies.

APPROVED AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

COTTONWOOD HEIGHTS  
PARKS AND RECREATION SERVICE AREA

By: \_\_\_\_\_

Mike Peterson, Director

BOARD OF TRUSTEES

By: \_\_\_\_\_

E. Bart Hopkin, Chairman