

## **Operating Procedure IX - Office Procedures**

### **Phones:**

The phone line in the main office, 364-2231, is never to be used to make calls. It is important that this line remain free. If you do not have a designated phone, please use the line in the reception area (3238).

All long distance calls must be recorded in the phone logs located by the phones. You must record all details of the call, and specify who the call is being made for. For example, if the SAO is booking a band for Winter Carnival, the call should be billed to Winter Carnival and not the SAO or the SAC. This is very important for internal control. As well, the phone logs must be made available to the Vice-President, Finance and Operations at the end of every month.

### **Office Supplies:**

Office supplies will be ordered and distributed by the Office Manager once each term. If you have any needs, please see the O.M.

Clubs/societies and houses are responsible for providing their own poster paper, paints, funtak, masking tape, etc., although these supplies will be available for SAC purposes.

### **Cheques:**

Please see Office Manager for a cheque requisition, and return it to either the O.M. or the Administrator. Cheques are written once a week, and may be picked up on Friday afternoons. Please submit requisition by Wednesday a.m. at the latest.

### **Purchase Orders:**

Purchases may only be made with a purchase order. Any purchase made without the authorization of a P.O. will not be paid. All local businesses, as well as the university, have been informed of this.

See the Office Manager for a purchase order requisition form. When you get the P.O. from the Administrator, the bottom copy (pink) stays with the Administrator, the white copy is left at the business where you have made the purchase, and the yellow copy is returned to the Administrator with the details of the purchase, including total cost.

### **Floats:**

Requests for floats may be directed to the Administrator. Please give at least two days notice.

### **Mail:**

Mail will be collected on a daily basis and distributed to those in the office on a regular basis by the Office Manager. The O.M. will forward any mail which arrives at the SAC for other organizations/individuals.

**Ticket Sales:**

The Office Manager will be responsible for ordering, distributing and sale of tickets for all SAC related activities. If you wish to set up ticket sales in a location other than the SAC office, please arrange details with the O.M.

**Office Meetings:**

Office meetings will be held within the first two weeks of the following months: September, October, January and February. The Administrator, SAC Executive, Entertainment Director, Chair, Chief Returning Officer, Secretary of the Union and Allisonian Editor(s) are expected to attend these meetings. The attendance of others may be requested.

**Room Booking Procedures:**

Room 190 (SAC Board Room) may be booked by the following individuals: the Executive, Entertainment Director, Assistant Entertainment Director, Chair, Chief Returning Officer and Appointment and Recruitment Chair. Room 184 may be booked by: the Executive and Clubs and Societies. Anyone else wishing to book these rooms for meetings/interviews must seek the permission of the Office Manager.

They must be booked two days in advance, and this can be done through the O.M. After approval, the O.M. will place notice of the booking on the office notice board. There is a two hour time limit on the booking of these rooms.

**Office Hours:**

All executives and those working out of the S.A.C. office are expected to establish office hours. Please submit a schedule of these hours and class schedule to the Office Manager in the first week of September.

ANY QUESTIONS CONCERNING THESE POLICIES MAY BE DIRECTED TO THE OFFICE MANAGER, ADMINISTRATOR OR THE SAC PRESIDENT.