

3.10 Stationery Services

Policy Statement

The Department of Transportation and Public Works shall maintain a Stationery Stockroom service for the provision of office supplies in common use throughout the provincial government structure.

Rationale

Maintenance of stationery stocks and services reflects the department's responsibility for procurement and common services provision under the *Public Service Act*.

Policy Objectives

The objective of centralized provision of stationery services is to make it possible to acquire supplies through volume purchasing at minimum cost and to eliminate the necessity of individual departments allocating space in their own premises for large-quantity storage.

Application

This policy applies to the Department of Transportation and Public Works, for the benefit of all departments, agencies, boards, and commissions of the Government of Nova Scotia.

Accountability

Provision of stationery stockroom services is the responsibility of the Government Services Section, Department of Transportation and Public Works. Accountability reflects the requirements of the Province of Nova Scotia Policy on Government Procurement.

Monitoring

Monitoring of stationery stockroom services is the responsibility of the Inventory Control Section, Department of Transportation and Public Works. The stockroom produces monthly and annual transactions reports for senior management.

Guidelines

A stationery supplies catalogue is available to departments from the Stationery Stockroom. Where possible, stationery supplies are procured on the basis of supplier standing offers.

References

Stationery Stockroom Catalogue

Province of Nova Scotia Policy on Government Procurement

Enquiries

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Approval date: October 10, 2001

Manual release date: January 9, 2003

Approved by: Deputy Minister, TPW

Most recent review: September 9, 2004
