1. **SUPPLIES:**

   A. Employees are to submit properly completed “white sheets” for supplies or materials. Information should include the following:

   1. Shop or Housekeeping Zone using the materials.
   2. Signature of individual requesting materials.
   3. Building in which materials or supplies are to be used.
   4. Correct work order number (ask supervisor/foreman for work order number before signing out materials or supplies); include shop number.
   5. Approval by supervisor/foreman/assistant foreman. **Unsigned “white sheets” will not be processed.**
   6. Tools are to be returned to the shop or storeroom daily unless approval is given by the shop supervisor/foreman.

   B. Requisition only those supplies or materials needed for that particular job assignment. Do not check out extra materials (“just in case you need them” or “to stock your cart”). Unused materials are to be given to your supervisor for use on the next job.

   C. If in doubt, ask questions about proper execution of white sheets and what to do with unused materials, talk with your supervisor. Falsification of documentation and misappropriation of materials will subject an employee to disciplinary action up to and including termination. Adding materials to the “white sheet” after your supervisor’s approval is considered falsification and is a disciplinary offense.