# Utilization Policy for Office Supplies, Assets, Prints, and Marketing Materials

**1. Purpose**

This policy establishes the **official framework** for the requisition, design, approval, utilization, and return of **office supplies, assets, printed materials**, and **marketing collaterals** required for **internal operations, campaigns, and external events**. It is intended to:

* Prevent unnecessary costs and wastage
* Promote timely and efficient resource allocation
* Maintain accountability across all stakeholders
* Establish a clear communication and approval workflow

## 2. Scope

This policy applies to **all employees and departments** of the organization who require access to:

* Office supplies (stationery, consumables, etc.)
* Company assets (banners, stands, electronic equipment, giveaways, etc.)
* Marketing and branding materials (flyers, brochures, standees, merchandise, printed graphics, etc.)
* Event collaterals and decor
* Internal and external communication materials

**Note:**This policy is **mandatory and non-negotiable** for all relevant requisitions. No requests will be honored outside the defined process unless formally approved under exceptional circumstances.

## 3. Request Submission Process

### 3.1 Advance Planning & Email-Based Requests

All requests must be initiated well in advance to ensure smooth execution:

* **Office Supplies / Assets / Printed Materials**: Request to be emailed **at least 2 business days in advance** to the Admin Team.
* **Design Requests**: Must be initiated **at least 4 business days before** the required delivery date to allow time for creative work, iterations, and approvals.
* All email requests must **specify**:  
  + The purpose of the request (event, campaign, activity)
  + Type of material or asset required
  + Quantity required
  + Any specific instructions or branding guidelines
  + Deadline/date of requirement
  + Contact person for follow-up

### 3.2 Confirmation & Progress Communication

* Upon receiving a request, the Admin and Design teams will **acknowledge receipt via email**.
* Progress updates, clarifications, or timeline changes will be communicated promptly.
* **Verbal conversations or in-person discussions will not be considered valid** unless summarized and confirmed over email.

## 4. Design and Approval Guidelines

### 4.1 Design Workflow

* Design requests must be submitted to the **authorized person** at least **4 working days in advance**.
* Designs will be developed and shared for review within the planned timelines.
* The requesting employee is responsible for:  
  + Reviewing the design for content accuracy and alignment
  + Approving it in writing via email to the Design Team

### 4.2 Finalization & No Changes Policy

* Once a design is **finalized and approved**, **no further edits or reprints will be entertained**.
* Errors overlooked by the requester will be **at their own risk**. No refunds or reprints will be made by the company unless an internal fault is proven.

## 5. Authorization & Exception Handling

### 5.1 Mandatory Approvals

* All requests must be **approved** as per this policy and adhere to the timelines mentioned.
* No requests will be processed unless all approvals are properly documented.

### 5.2 Exceptions for Urgent Requirements

* In **exceptional cases** (urgent events, unplanned business needs), the request must include an **email approval from Shashi Pal**.
* Upon his approval, the Admin and Design teams will:  
  + Prioritize the request on a best-effort basis
  + Provide revised timelines and feasibility confirmation

## 6. Asset Utilization, Return & Maintenance

### 6.1 Return of Unused Items

* All **unused, reusable** materials or assets (e.g., banners, stands, giveaways) must be **returned to the Admin Team** within **2 business days** after the event.
* The Admin Team is authorized to:  
  + Conduct periodic asset checks
  + Request usage updates and location tracking from the requesting teams

### 6.2 Responsibility of Teams

* Teams failing to return reusable items in good condition may be **restricted from future access** to shared company assets and may face **escalation to reporting authorities**.

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## 7. Audit, Inventory & Stock Control

* The Admin Team is responsible for:  
  + Maintaining a **complete log** of all supply and asset requests, approvals, disbursements, and returns
  + Ensuring minimum stock levels for **frequently used supplies**
  + Conducting **periodic audits** to assess:  
    - Inventory movement
    - Misuse or overstocking
    - Delay in returns or unaccounted items

## 8. Accountability and Penalties

### 8.1 Responsibility of Requesting Party

The employee/team placing the request is solely responsible for:

* Reviewing final designs before submission
* Ensuring appropriate and approved utilization of requested items
* Timely return of unused assets

### 8.2 Penalties for Lapses

* Any lapse—whether a late request, lack of review, missed return, or avoidable reprint—will require the requesting team to **submit a formal justification** to Admin and HR.
* Repeated lapses will be **escalated to senior management** and may impact the requester’s credibility in future planning cycles.

### 8.3 Financial Impact

* In recent audits, lapses in process adherence have resulted in losses of **INR 5,00,000**, due to:  
  + Last-minute changes
  + Duplicate or excess orders
  + Unused stock or incorrect prints

This policy has been designed to **eliminate these inefficiencies** and create a culture of responsibility and foresight.

## 9. Final Notes

* Adherence to this policy is mandatory across all departments.
* Managers and department heads are expected to **reinforce** this policy within their teams and support compliance.
* For any clarifications or support with the process, please contact: 📧 **hroperations@antiersolutions.com**