



**TITLE:** Policy on Clothing and Merchandise  
**POLICY NUMBER:** 2003-09  
**CONTACT:** President  
**EFFECTIVE DATE:** October 1, 2003  
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**APPROVED BY:** General Assembly

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## **POLICY ON CLOTHING AND MERCHANDISE**

### **1. PURPOSE AND PREAMBLE**

The purpose of this document is to establish policy and procedures regarding the procurement of clothing and merchandise within the MCRC.

### **2. INTENDED AUDIENCE**

The intended audience for this document is all MCRC staff involved in the procurement of clothing and merchandise.

### **3. ENFORCEMENT**

In accordance with MCRC Financial Policy Section 8.03, receipts must be issued whenever a staff member collects funds in their capacity as MCRC staff. Failure to issues receipts may result in disciplinary action.

### **4. PRICING**

No clothing or merchandise shall be sold by any House Council using the House Budget as a means of subsidizing the price without approval from the Vice President (Finance).

### **5 OTHER**

No merchandize or clothing shall be sold by any officer, staff member, or volunteer of the Society except where the item has been pre-sold and money from the sale has been collected in full prior to placing an order with the supplier. The cost of any unsold merchandize resulting from a violation of this section shall be assessed to the individual who placed the order with the supplier.