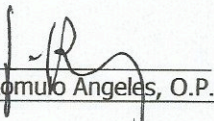


Policy No:	ADM-POL-FNR-0022
Policy Title:	Linen Management Policy
Implementation Procedure:	ADM-PROC-FNR-0021 Linen Inventory Procedure
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Finance and Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy defines the management and maintenance of all bed linens issued by the Colegio's Dormitory.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All guests and residents are given a bed linen. • All issued linens are recorded by the Reservation Clerk or the Dorm Administrator. • All linens are collected and replaced every three days by the Reservation Clerk. • All linens are recorded in the Linen Inventory Sheet. • Occupants who caused any form of damage to the linens will be charged accordingly. • Disposal, replacement and maintenance of lines shall be the responsibility of the Reservation Clerk.
Applicability:	Finance and Resources Department
Policy Approval Authority:	Finance and Resources Director
Related Policies or References	Linen Inventory Sheet
Definition:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval	