

Corporate Policy and Procedure



Policy No. 06-03-03
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Effective Date 2011 06 23
Supersedes 2009 01 01

TAB: PUBLIC RELATIONS
SECTION: PROMOTION
SUBJECT: SOUVENIR PROGRAM

POLICY STATEMENT City of Mississauga souvenirs may be purchased by any interested party at designated outlets and may also be ordered by staff through Central Stores.

PURPOSE Souvenirs are provided at a reasonable cost to individuals and groups to assist in promoting awareness of the City of Mississauga, and to encourage residents to show their pride in the City by enabling them to offer a symbol of the City of Mississauga to visitors or to people they meet outside the City.

The purpose of this policy is to provide methods for purchasing souvenirs at a reasonable cost.

Elected officials may order souvenirs from Central Stores on a charge-back basis. Refer to Corporate Policy and Procedure - Elected Officials' Expenses.

SOUVENIRS AVAILABLE

The Communications Division is responsible for the selection of the souvenir line, and for monitoring the souvenir inventory. Items available are listed in the SAP financial system and on Inside Mississauga. Items bearing the Coat of Arms are available only to the Mayor or members of Council.

PURCHASING AT DESIGNATED SALES OUTLETS

Souvenirs are sold to any interested party through designated sales outlets, with the exception items of clothing bearing the Civic Mark. These items are only available to internal City staff and not to members of the public. The Communications Division

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is responsible for designating sales outlets and for administering contracts with designated vendors.

PURCHASING THROUGH CENTRAL STORES

Personal Use

City staff may purchase souvenirs for personal use through Central Stores. An SAP requisition must be forwarded to Central Stores. Departments may designate specific staff to be responsible for all requisitions for personal-use souvenirs.

Central Stores delivers the souvenirs to the SAP requisitioner's facility and charges the department cost centre. Costs are then charged back to the staff member by the department. SAP requisitioners and cost centre managers are responsible for ensuring that the City has been reimbursed for all souvenirs ordered for personal use.

A detailed procedure for ordering personal-use souvenirs is available from Communications or Inside Mississauga.

Departmental or Corporate Use

Souvenirs for use by City departments for corporate or departmental purposes may be requisitioned from Central Stores.

The department commissioner, or designate, determines whether it is appropriate to provide a staff member with souvenirs for an out-of-town event, or to give souvenirs as gifts at an event hosted by the department. Souvenirs required for special events must be budgeted for by the organizing department.

Central Stores processes the requisition and delivers the souvenirs directly to the requisitioner's facility. Costs are charged back to the department's budget.

REFERENCE:

GC-836-98 - 1998 12 16
Amended 1999 04 14 - Elected Officials' Expenses (GC-211-99)
2008 05 21: House keeping – how to request free souvenirs

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BC 0004-2009 –Budget decision to no longer offer free souvenirs
2011 06 23 – Administrative review – clarified budget and items
available to the public.

LAST REVIEW DATE: May, 2011

CONTACT: For more information regarding the souvenir line or designated
sales outlets, contact Communications, Corporate Services
Department.

For more information on how to requisition souvenirs for
departmental or corporate use, contact Materiel Management,
Corporate Services Department.