

**PENCILS, PENS, AND INK****3676**

(Revised 3/89)

It is generally State policy to provide employees with only such personal writing equipment as ordinary wooden lead pencils, inexpensive mechanical lead pencils, and standard desk pens where needed. Ink and lead may be furnished for refill purposes.

Although unit prices of such items as pencils, pens, desk sets, and bottles of ink are relatively small, the large orders for these items have resulted in surprisingly large dollar amounts. In the past, the total number of such items purchased has not appeared to present a reasonable relationship to the expected normal usage. All agencies are expected to exercise reasonable management care to avoid excessive usage and losses.