



POLICY & PROCEDURE

POLICY NO	P&P/ACC/033/15	DEPARTEMENT	Accounting
DATE OF ISSUE	01 September 2016	DIVISION	Purchasing
LAST UPDATE	01 January 2019	APROVED BY	General Manager
SUBJECT	Green Purchasing Policy		

Purpose

Candi Beach Villas – Candi Beach Resort & Spa supports the sustainable environment program by purchases locally produced, recycled and other environmentally preferable products whenever they meet cost and performance requirements. Buy in bulk rather than individual doses and require from suppliers to limit as much as possible the amount of packaging when they deliver or to take care of them and avoid using cardboards, plastic, or others those unfriendly environment.

Policy

The Candi Beach hotel shall to purchase locally produced as first priority, recycled and other environmentally preferable products whenever practicable. The hotel requires suppliers use recycled and other environmentally preferable products whenever practicable.

Procedure

- Purchasing Supervisor shall be responsible for coordinating implementation of this policy.
- Quantities those have to be ordered for stock must according to the needs and avoid over stock.
 - Costs must be reasonable and according to the planned budget.
 - All employees have to be informed of this green purchasing policy.

Department Head	Chief Accountant	General Manager
Date: 01/01/2019	Date: 01/01/2019	Date: 01/01/19

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