Expectations of General Supplies

For all products

Work with the financial team to determine how much of what products can be ordered.

For products without specific requirements

We can log in to their website using the corresponding credentials to make the order.

Vendor Prioritization

The Tea Tavern's order of priority for determining which product to purchase for the given purpose:

1. Eco-friendliness
    1. Can it be composted **OR** recycled (both)?
    2. If not, can it be composted?
    3. If not, can it be recyclable and made of recycled materials?
    4. If not, can it be recycled?
    5. Is it clear what is least damaging to the people we serve (including the environment they live in?)
    6. If the above is too unclear to make a determination, take the best, and move on to the next priority item.
2. Price/Effectiveness (Needs to be balanced)
    1. Does it get the product to our customers effectively?
        1. If it gets rained on, will the product be okay?
        2. If it gets crushed, is the product okay?
        3. If it gets hot, will it melt?
    2. Is it the cheapest we can find that fulfills our needs?
    3. To reduce shipping costs, can we get the same or similar things from the same vendor at the same time as other products?
3. Design
    1. Can it be customized?
    2. Does it look nice?
    3. Is the quality of the product higher than the others? (Do not spend too much time on this)

4. If all the above are ordered, and it comes down to more than one option, then take the relevant information and ask leadership to decide further priorities.

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