## Supply Officer

1. The Supply Officer (SupO) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The SupO shall be responsible for:
   1. Maintaining the following records affecting the accounting of material on issue or temporary loan to the cadet unit:
      1. Voucher Register,
      2. Voucher Files,
      3. Customer Account, and
      4. Individual Loan Cards;
   2. Demanding, receiving and returning all equipment in accordance with established DND procedures and authorized Cadet Adjutants of issue;
   3. Conducting cadet kit inspections at least once annually;
   4. Ensuring the security and proper care of all material in particular weapons and ammunitions;
   5. Issuing, exchanging and receiving material;
   6. Undertaking measures for recovering uniforms of cadets no longer parading with unit;
   7. Arranging for unit Customer Account Verifications at:
      1. Designated intervals,
      2. On appointment of a supply officer, and
      3. On change of Commanding Officer;
   8. Submitting a written report to the Commanding Officer on discovery of loss or damage to materiel;
   9. Preparing and submitting to the Commanding Officer all write-off documents; and
   10. Undertaking such other duties as directed by the Commanding Officer.
3. The SupO shall prepare a budget for the years supply administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.