

Memorandum

Direction des ressources financières et de l'approvisionnement

To: Family-type resources (RIMA) and intermediate resources
From: Mr Normand Cyr, Chief of accounts payable
Date: March 12, 2019
Re: **Products provided by the resources**

To whom it may concern,

We have discovered some irregularities in materials ordered from the establishment's warehouse. The collective agreements and national laws state that *the resource must provide the users with articles necessary for basic personal hygiene and basic medications, subject to applicable legislation*. In addition, the ministerial circular 1995-010 and its details stipulate that you may not bill the user for these products.

We hereby remind you that the following products must be provided by you as part of your resource functions:

- Shampoo and conditioner
- Body wash and/or hand soap
- Toothpaste
- Kleenex
- Deodorant
- Skin moisturizer / sun block
- Zinc oxide cream (Zincofax)
- Petroleum jelly (Vaseline)
- Sterigel
- Polident
- Sanitary napkins
- Basic products for the medicine cabinet (bandages, antibiotic ointment, *Tylenol*, thermometer, cotton swabs)

Thank you for your collaboration,

Normand Cyr
Chief of accounts payable