





Administrative Policy

Title: Bottled Water Program Policy & Procedures				
Administered By: Department of Water & Power				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
03100.001	UNKNOWN (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)
Issued: UNKNOWN
Revised: N/A



Department of Water & Power

Bottled Water Program

Policy and Procedures

REQUESTS FOR BOTTLED WATER DONATIONS

Consideration will be provided to City of Corona customers who submit requests for bottled water donations for non-profitable Community Events held within the City of Corona for, but not limited to, school events, sports organizations, private and public organizations, community service organizations and fund raisers.

Requests for water for these events must be made via the City's website by completing the following procedures:

1. Visit the City's Website: www.coronadwp.com
2. Click on **Schools/Outreach** and look under **Other Services**
3. Click on **Request Bottled Water**
4. Complete the Request for Bottled Water Form and click on "submit"

Requests must be submitted at least 10 days in advance of the event date/requested pick up date.

All requests will be reviewed accordingly. If approved, the requestor will be notified by e-mail within 5 working days. The email will contain details regarding a pick up time, date and location.

Please note that Bottled Water Donations are limited to (up to) 10 cases per event, and shall not to exceed 25 cases per organization per fiscal year. Each case contains 24 bottles of water.

WATER REQUESTS FOR CITY-SPONSORED SPECIAL EVENTS

Bottled Water Donations will be provided for all City-sponsored events.

Requests that are more than 20 cases must be made at least 30 days prior to the date of the event.

Requests must be made via Infoweb by completing the following procedures:

1. Click on the Infoweb
2. Click on **Templates** and select the **Department of Water & Power** Folder
3. Click on **Request for Bottled Water**
4. Complete the Form and click "submit"

Internal DWP staff will complete and submit a Stores Order Request Form to the Warehouse 24-hours prior to the event/delivery date.

CITY DEPARTMENT REQUESTS

Water can be picked up anytime during normal working hours at the City's Purchasing Warehouse. A Stores Order Request Form will be generated with an online order. You must include a proper account number and signature. The charge for water is \$7.25 per case (24 bottles).

If your department does not have field staff to pick-up the water, you may request for delivery at the time the order is placed. As such, please state the location, date and time for the water to be delivered.

The Department of Water & Power will provide water to City Council and Management Services meetings at no cost.

The following shall be entitled to 100 cases of water per fiscal year for use at their own discretion:

- Each member of the City Council
- City Manager's Office
- DWP General Manager