

# Critical Supplies



Institute for Catastrophic  
Loss Reduction  
Building resilient communities

Use this form to list supplies needed to fulfill your critical business functions. A critical supply is any item essential to keep equipment or work processes functioning, e.g. special fluid for a machine, special forms and/or cheques. Be sure to list an order number.

If you do not have the supplier recorded on the supplier/vendor form, go back to the form to add the information.

**Note:** Do not include basic office supplies, e.g. pens, paper, stapler. Do not include office furniture either, e.g. filing cabinets, mail bins, desks or chairs, as they all should be listed in *Miscellaneous Resources*.

*Save a blank version of this form so you can make additional copies as needed.*

Item	Item Order Number	Quantity	Supplier(s)/Vendor(s)	Related Business Function(s)

**Recovery Notes**



A program of the Insurance Institute  
for Business & Home Safety