

Area: Fiscal Systems

Subject: FS23 – Ordering of Supplies H St

Reference:

Policy: Office Supplies

Procedure:

Office supplies, a clipboard with an Office Depot Supply Order Form and an Office Depot Inventory Form, as well as an Office Depot Catalog, are kept in the supply cabinet.

1. The Office Depot Supply Order Form is used to order supplies that are not regularly stocked.
 - Use this form and the catalog to request that a supply be ordered
2. The Office Depot Inventory Form is used to indicate that a particular supply should be reordered or that extra should be ordered for a special project
 - This form is a listing of items that are maintained regularly for general office use.
 - This form is used to order extra supplies for a special project
 - Requestor marks next to the needed item the quantity needed
3. The Administrative Assistant I will maintain and monitor the office supplies inventory
4. Orders for regular inventory office supplies are placed at the minimum once every other month.
5. When an order needs to be placed, the following will be done:
 - a. The Administrative Assistant I visits Office Depot's website and select the items to be ordered
 - b. the order is placed on "hold" status
 - c. a paper copy of the order is printed and forwarded to an approving management staff person
 - d. paper copy is then forwarded to Data Department staff for applicable account number of fund(s) purchasing the supplies
 - e. paper copy is returned to Administrative Assistant I to send to Purchasing for the order to be placed and released
6. When an order is received, the Administrative Assistant I will do the following:
 - a. open boxes and verify that order is complete
 - if order is complete, packing slips are forwarded to Shipping and Receiving so that payment can be made
 - if order is incomplete, packing slips are forwarded to Shipping and Receiving with a copy of original order noting items that were not received
 - b. supplies are put away in a timely manner and special request supplies are distributed to the requestor

Supervised by: Director II & I, Division Management Staff

Performed by: All staff

Forms needed: Office Depot Supply Order Form, Office Depot Inventory Form

Frequency: Ongoing