

Area: Fiscal Systems

Subject: FS24 – Ordering of Supplies Celeste

Reference:

Policy: Office Supplies

Procedure:

A clipboard with a General Office Supply List form and an Office Depot Order Requests form, as well as an Office Depot Catalog, is kept in the work room.

1. The Office Depot Order Requests form is used to order supplies that are not regularly stocked.
 - Use this form and the catalog to request that a supply be ordered. Requester completes all columns of the form to ensure that the proper supply is ordered.
2. The General Office Supply List 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 a month.
5. When an order needs to be placed, the following will be done:
 - a. Administrative Assistant I visits Office Depot's website and selects 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 the Office Supervisor
 - d. Office Supervisor approves the items being ordered and determines the funding sources for payment of the supplies
 - e. Office Supervisor returns the paper copy to the Administrative Assistant I.
 - f. Administrative Assistant I assigns an RX# to each order.
 - g. Administrative Assistant I sends an email to the Office Supervisor. The email includes the order number, the RX# and the purchase total.
 - h. Office Supervisor forwards this email to a Data Technician with the statement "Approved" and notes the funding sources and amounts to charge for the purchase of supplies. If order total exceeds the Office Supervisor's level of authority to approve, the Office Supervisor forwards email to a Director for approval.
 - i. Data Technician verifies that funds are available for the purchase and forwards the email to the Purchaser for placing and releasing of the order. If funds are not available, Data Technician notifies Office Supervisor via email that changes are needed.

6. When an order is received directly in the office from Office Depot, 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 paper copy of 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
7. When an order is received from SCOE Shipping & Receiving, the Administrative Assistant I will put away supplies in a timely manner and special request supplies are distributed to the requestor.

Supervised by: Office Supervisor

Performed by: Administrative Assistant I

Forms needed: Office Depot Order Requests, General Office Supply List

Frequency: Ongoing