

# SUPPLY MANAGEMENT FORM USAGE

## **Purpose of Supply form**

To have a digital record of outgoing supplies in inventory and special order request.

## **Form Use**

This form is to be used for special requested items needed for special projects that may not be stocked in our office supply inventory.

This form is not required for copier paper, letterhead, envelopes and mailing envelopes. Small office supplies (i.e. pens, Post-it Notes) and other like items are accessible on the 12<sup>th</sup> floor and 13<sup>th</sup> floor copier area as labeled.

## **Form completion**

The form is to be completed in its entirety, with all specifics filled out on the form. The form must be emailed to Adrienne Jones and Sandra Lane as an attachment. Supplies can be picked up Monday through Friday by 3 p.m. In the email, please specify the time you would like to pick-up items so that the items can be pulled out of inventory and made available for pick-up.

At the time of pick-up, the requester will sign-off and date the Supply request form as confirmation of receiving items.

## **Departments with ongoing projects**

Please ensure that the form is completed in a timely manner for items that are needed monthly, quarterly or yearly, to confirm requested quantities are available and in inventory. The form must be emailed to Adrienne Jones and Sandra Lane as an attachment. If items have to be ordered, please allow vendor processing time to receive items in a timely manner.

## **\*\*\*Special Order request\*\*\***

Please provide all details on the form for the items(s) that need to be ordered. If you have pictures or other pertinent information, please provide in addition to the completed form. The form must be emailed to Adrienne Jones and Sandra Lane as an attachment.

**Please allow for vendor processing time to receive item(s) in a timely manner.**

Once item(s) have been received, you will be contacted to arrange delivery/pick-up of the item(s).