SUPPLY ORDER PROCESS

Purpose
This procedure outlines the critical elements required to document the supply order process. The outline provides an organized, structured process for ordering supplies at the workforce centers. It is important to note that everyone involved in the process must perform their tasks as diligently as possible to ensure that all customers receive best value products and services.

Procedure
The following are critical steps in the supply order process.

Level 1 - Center
1. Before placing a supply order, check the current inventory to ensure the item requested by end users is not in inventory. If the item is in inventory, distribute to the end user at that point.

2. Once Step 1 is completed, check the inventory and compile a list of items requested by end users that are not in stock.

3. Submit the compiled list of out-of-stock items to the administrative SPOC by the 20th of each month.

Level 2 – Admin SPOC
1. The admin SPOC reviews the compiled list and cross references the list with the General Office Supply List.

2. All items that are listed on the General Office Supply List are immediately placed on the Supply Order form.

3. Items requested that are not on the General Office Supply List are considered special orders. Special orders require a full description and justification on the final page of the Supply Order form and must be submitted to the Project Director or Designee for final approval.

4. Once final approval for special orders has been obtained and the Supply Order has been signed by the Project Director or Designee, it is submitted to the Board Procurement Office by the 25th of each month. If the 25th falls on a holiday or weekend it is submitted the next business day.
Level 3 - Board

1. Once the General Office Supply Lists are received at the Board office, the forms are compiled, categorized and reviewed for appropriate approvals.

2. The General Office Supply Lists are then separated from the special order items.

3. Items from the General Office Supply List are given first priority, and all orders are processed within five working days.

4. Once all items from the General Office Supply List have been ordered for all locations, Board management conducts a second review of the special orders to ensure all purchases are allowable based on purchasing requirements.

5. Once approved by Board management, bids/quotes are obtained for all special orders as outlined in Board procurement guidelines.

6. If the order is not allowed, the Board notifies the requester in writing of the decision.

7. Upon receipt of the items, the courier for the contractor picks up and distributes to staff.