

 Corrections and Community Supervision DIRECTIVE	TITLE Requisition of Supplies and Forms (Central Office)		NO. 2901
			DATE 8/11/2015
SUPERSEDES DIR #2901 Dtd. 8/28/2014	DISTRIBUTION A	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

I. DESCRIPTION

This procedure is designed to guide Central Office personnel in the requisition of supplies and forms stocked in the Central Quartermaster area using the "Standard Supply Room Order Form." For items not listed on the order form see Directive #2916, "Purchasing Supplies and Equipment."

II. SCHEDULE FOR DELIVERIES

Deliveries to all Central Office locations will be scheduled by the Quartermaster.

III. PLACING REQUISITIONS

The originator (person designated by the Unit Head to maintain supplies and forms for the unit) determines the needs of unit and then prepares a "Standard Supply Room Order Form" on an as-needed basis.

The completed form is then sent to the Unit Head for approval and signature. Approved forms are sent to the Central Quartermaster Unit.

IV. FILLING REQUISITIONS

The Supply Clerk in the Central Quartermaster Unit receives completed order forms, pulls the requested supplies and forms, rechecks quantities when the pull is complete, and packs the completed issue for delivery to the ordering unit.

V. RECEIVING SUPPLIES/FILLING STANDARD SUPPLY ORDER FORM COPIES

Two copies of the "Standard Supply Room Order Form" are sent back to the originator with the order. The originator should check the order against the "Standard Supply Room Order Form." Out-of-stock items will be noted on the form. Back orders will not be filled and items must be re-ordered. One copy of the order form is to be signed and returned to the Central Quartermaster and the second copy is to be retained by the originator.

The originator will send all reusable boxes that supplies were delivered in to the mailroom for re-use within the Central Office.

The current "Standard Supply Room Order Form" is available from Support Operations (Central Office).