

## Lean White Belt – Supply Order Scenario – Manager

**Scenario:** Your employee (Customer) is finalizing a report which needs to be formatted and published in a 3 ring binder. 12 copies of the report are required. They require 12 binders and 12 sets of file tabs.

### Steps to Complete:

1. Review received **Funding Approval Form Part A**. Ensure the highlighted sections of the form are completed. Ensure total requested amount is under \$500.
2. If the total requested amount is under \$500 and the highlighted sections of the form are complete, sign **Funding Approval Form (Part A)** on Manager signature line. If not, return to Supervisor for correction and repeat steps upon receipt of corrected forms.
3. Route signed **Funding Approval Form** to Division Chief. If you receive form back from Division Chief as unapproved, make corrections/revisions and re-route to Division Chief.