

Lean White Belt – Supply Order Scenario – Supervisor

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