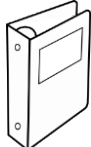



Supply Order Scenario Role Sheet – Customer

Scenario: You are finalizing a report which needs to be formatted and published in a 3 ring binder. 12 copies of the report are required. You must initiate the process to ensure that you have the needed supplies.

You require 12  binders and 12 sets of  file tabs.

Steps to Complete:

1. Inspect the Supply Cabinet to determine if you have enough supplies. If there are not enough supplies, fill out Funding Approval Form to begin supply ordering process.
2. Complete highlighted sections on **Funding Approval Form (Part A – Funding Request ONLY)**. Enter **\$100** as Total Requested on form. Route to your supervisor for approval signature. If you receive form back from Supervisor as unapproved, make corrections and re-route.
3. Upon receipt of signed **Funding Approval Form** from Division Chief, complete quantity and description sections only on **Funding Approval Form Part B** (**IMPORTANT NOTE: There is a minimum order of 12. Do NOT order less than 12 of any item**).
4. Route **Funding Approval Form** to Office Technician.
5. Upon receipt of supplies from Office Technician, confirm receipt.

