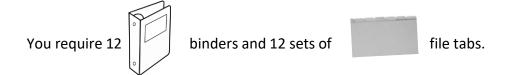
Supply Order Scenario Role Sheet – Customer

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.



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.
- 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.
- Upon receipt of signed Funding Approval Form from Division Chief, <u>complete</u> <u>quantity and description sections only</u> on Funding Approval Form Part B
 (IMPORTANT NOTE: There is a <u>minimum</u> order of 12. <u>Do NOT order less than 12 of any item</u>).
- 4. Route **Funding Approval Form** to Office Technician.
- 5. Upon receipt of supplies from Office Technician, confirm receipt.

SERVICES DIVISION FUNDING APPROVAL FORM							
Part A - Funding Request							
Category	Information						
Contract / LOE Overtime Training Travel Supply Order Other:	Date of Request: Unit: Requestor / Ph. No: Requestor Name: Approvals	Lean Training Unit 123-4567					
Estimate	Supervisor:						
Description: Office supplies to complete report		Signature	Date				
	Manager:	Signature	Date				
	Division Chief	o.g.ratare	Jul e				
		Signature	Date				
	Procurement Analyst						
Total Requested: \$	(Buyer):	Signature	Date				

Part B - Order Details						
Detail						
QTY (minimum 12 items)	ITEM NUMBER	DESCRIPTION	PRICE	EXT. PRICE		
JUSTIFICATION / COMMENTS:		SUBTOTAL				
			S&H	NO Charge		
			TAX 10%			
			TOTAL			