

Supply Order Scenario Role Sheet – Division Chief

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 completed, sign **Funding Approval Form (Part A)** on Division Chief signature line. If not, return to Manager for correction and repeat steps upon receipt of corrected forms.
3. Route signed **Funding Approval Form** to Customer.