

Supply Order Scenario Role Sheet – Office Technician

Scenario: The 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. Upon receipt of **Funding Approval Form** from Customer, complete **Funding Approval Form, Part B – Order Details** (Item Number and Price) using information from attached **Supply Catalog**. Enter Extended Price, Subtotal, Tax, and Total.
2. Wait till Friday to place a batch order per contract with vendor.
3. On Friday, complete attached **Purchase Order form** (including Qty, Item numbers, Description, Price, Ext. Price, subtotal, tax, total sections).
4. Route **Purchase Order Form, Supply Catalog, and Funding Approval Form (Part A/B)** to Buyer. If you receive form(s) back from Buyer as unapproved, make corrections/revisions and re-route to Buyer.
5. Upon receipt from Buyer, route supplies to Customer.



Supply Catalog

Item Number	Unit	Images	Item Description	Cost per unit
OS11915	100 each		Paper Clips	\$3.00
OS11921	1 each		Binders	\$3.00
OS11501	100 each		Binder Clips	\$2.00
OS23076	1 each		File Tabs	\$2.00
OS11446	10 each		Highlighters	\$3.00
OS11517	25 each		Pens	\$5.00
OS11122	100 each		Pencils	\$5.00
OS30774	1 each		Erasers	\$1.00

SERVICES DIVISION
PURCHASE ORDER FORM

PO Number: 12345

Detail				
QTY	ITEM NUMBER	DESCRIPTION	PRICE	EXT. PRICE
JUSTIFICATION / COMMENTS:			SUBTOTAL	
			S&H	No Charge
			TAX 10%	
			TOTAL	
Procurement Analyst (Buyer) USE ONLY				
Signature		Date		