

# Standard Operating Procedure (SOP)

## Standardized Office Supply Requisition Form Usage

This SOP establishes the **standardized office supply requisition form usage** process to streamline and document requests for office supplies efficiently. It covers the proper completion, submission, approval, and tracking of supply forms to ensure timely procurement, inventory control, and cost management, thereby supporting organizational productivity and accountability.

### 1. Purpose

To define the process for standardized office supply requisition form usage, ensuring consistent, efficient, and accountable management of office supply requests within the organization.

### 2. Scope

This procedure applies to all employees requesting office supplies and the personnel responsible for requisition review, approval, and procurement management.

### 3. Responsibilities

- **Employees:** Accurately complete and submit requisition forms.
- **Supervisors/Managers:** Review and approve or deny requisitions.
- **Administrative/Procurement Staff:** Process approved requests, update inventory, and manage order fulfillment.

### 4. Procedure

1. **Accessing the Requisition Form:**  
Employees access the standardized office supply requisition form via the designated platform (intranet, shared folder, or physical copy).
2. **Completing the Form:**  
Complete all required fields (see Section 5). Incomplete forms are returned for correction.
3. **Submission:**  
Submit the completed form to the immediate supervisor or via the designated submission channel.
4. **Approval Process:**
  - Supervisor reviews the request for necessity and budget compliance.
  - Approve or deny the requisition within two (2) business days.
  - Approved forms are forwarded to administrative/procurement staff.
5. **Order Processing:**  
Administrative/procurement staff check inventory, fulfill request if items are in stock, or place order with supplier if not. Update inventory records accordingly.
6. **Notification and Delivery:**  
Notify requesting employee when supplies are ready for pickup or delivery, as appropriate.
7. **Recordkeeping & Tracking:**  
Maintain digital or physical records of all requisitions and approvals for audit and inventory management purposes.

### 5. Office Supply Requisition Form Template

Field	Description
Employee Name	Full name of requester
Department	Requesting department or unit
Date of Request	Date form is completed
Item Description	Name and specifics of required supply
Quantity	Number of units requested
Purpose/Justification	Reason for request (optional but recommended)
Supervisor Approval	Signature and date of approving supervisor/manager

Procurement Status	To be updated by office/admin staff (e.g., Fulfilled, Pending, Ordered)
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## 6. Forms & Documentation

- Standardized Office Supply Requisition Form (digital or paper)
- Inventory Management Records
- Approval and Procurement Logs

## 7. Revision & Review

This SOP shall be reviewed annually or upon significant changes to the requisition or procurement process.

**Last Reviewed:** [Insert Date]