

# SOP: Office Supply Ordering and Requisition Procedures

This SOP details the **office supply ordering and requisition procedures**, encompassing the process for identifying supply needs, submitting requisition requests, approval workflows, vendor selection and order placement, tracking deliveries, and inventory management. The objective is to ensure timely procurement of necessary office supplies, maintain adequate stock levels, control costs, and streamline the ordering process to support efficient office operations.

## 1. Scope

This SOP applies to all departments and staff involved in requesting, approving, and managing office supply orders.

## 2. Responsibilities

Role	Responsibility
Department Staff	Identify supply needs and submit requisitions.
Department Head	Review and approve/reject requisitions.
Procurement Officer	Consolidate orders, select vendors, place orders, track deliveries.
Inventory Manager	Monitor and manage supply stock levels.

## 3. Procedure

- Identifying Supply Needs**
  - All staff monitor supply levels in their department areas.
  - When supplies are low, staff record required items using the Office Supply Requisition Form.
- Submitting Requisition Requests**
  - Staff submit the completed requisition form to their Department Head or designated approver.
- Approval Workflow**
  - The Department Head reviews the request for necessity and budget compliance.
  - Approved forms are forwarded to the Procurement Officer. Rejected requests are returned with reasons.
- Vendor Selection & Order Placement**
  - The Procurement Officer consolidates approved requests.
  - Selects preferred vendors based on price, quality, and delivery timelines.
  - Creates purchase orders and submits to selected vendors.
- Tracking Deliveries**
  - The Procurement Officer monitors order statuses and expected delivery dates.
  - Upon delivery, items are checked against the purchase order for quantity and quality.
- Inventory Management**
  - Received supplies are recorded in the inventory management system.
  - Out-of-stock or backordered items are noted, and follow-up is scheduled.
  - Regular inventory checks are performed to prevent shortages or overstocking.

## 4. Documentation

- Office Supply Requisition Form
- Purchase Orders
- Inventory Logs
- Vendor Invoices and Delivery Receipts

## 5. Review and Update

This SOP is to be reviewed annually and updated as required by the Procurement Office and Management.