

Standard Operating Procedure (SOP)

Office Supply Procurement and Inventory Control

1. Purpose

This SOP details the **office supply procurement and inventory control** process, covering the requisition, approval, purchasing, receipt, storage, and distribution of office supplies. It ensures efficient inventory management to prevent shortages or overstock, establishes roles and responsibilities for staff, enforces budget compliance, maintains accurate inventory records, and optimizes cost control. The purpose is to streamline office supply management and support uninterrupted business operations through effective procurement and inventory oversight.

2. Scope

This SOP applies to all employees involved in the requisition, approval, purchase, receipt, storage, and distribution of office supplies.

3. Roles and Responsibilities

Role	Responsibilities
Requestor (All Staff)	Identify needs and submit supply requisitions.
Office Administrator	Review and consolidate requisitions; maintain inventory records.
Approver (Manager/Supervisor)	Approve or reject supply requests in line with budget and policies.
Procurement Officer	Source suppliers, obtain quotations, and place orders.
Receiving Clerk	Receive and inspect deliveries; update inventory records.
Inventory Controller	Monitor stock levels and conduct regular inventory audits.

4. Procedure

- Requisition**
 - Staff identify required office supplies and submit a requisition form to the Office Administrator.
- Approval**
 - Office Administrator reviews and consolidates requisitions.
 - Manager/Supervisor reviews and approves or rejects the request based on necessity and budget.
- Purchasing**
 - Procurement Officer sources approved items, obtains vendor quotations, and selects the best value supplier.
 - Purchase order is issued to the selected supplier.
- Receipt of Supplies**
 - Receiving Clerk inspects delivered goods against purchase orders for quality and quantity.
 - Discrepancies or damages are reported immediately.
- Inventory Management**
 - Inventory records are updated upon receipt.
 - Items are stored securely in designated storage areas.
 - Periodic physical inventory checks are conducted to reconcile with records.
- Distribution**
 - Staff submit requests for supplies as needed; the Office Administrator issues supplies and updates inventory records.
- Reporting**
 - Inventory Controller prepares monthly reports on stock levels, usage patterns, discrepancies, and procurement expenditures.

5. Documentation and Records

- Requisition Forms
- Purchase Orders
- Delivery Receipts
- Inventory Logs
- Monthly Inventory Reports

6. Compliance and Review

- All staff must comply with this SOP.
- Non-compliance will be addressed according to company policy.
- This SOP will be reviewed annually and updated as needed.

7. Contact Information

For questions or clarifications, please contact the Office Administrator or Procurement Officer.