Standard Operating Procedure (SOP)

Office Supplies Requisition and Approval Process

This SOP details the **office supplies requisition and approval process**, covering the steps for requesting, reviewing, and approving office supplies to ensure efficient inventory management. It defines roles and responsibilities, submission procedures, approval workflows, and documentation requirements, aiming to streamline procurement, control costs, and maintain adequate stock levels for smooth office operations.

1. Purpose

To provide a standardized process for the requisition, review, approval, and distribution of office supplies.

2. Scope

This procedure applies to all employees and departments requiring office supplies within the organization.

3. Roles & Responsibilities

Role	Responsibility
Requester	Identifies need and submits office supplies requisition.
Department Head/Supervisor	Reviews and approves/rejects requisitions based on necessity and budget.
Admin/Office Manager	Reviews approved requests, manages inventory, places orders, and updates records.
Finance	Verifies budget availability and processes payments for approved requests.

4. Procedure

1. **Identifying Need:** The employee (Requester) identifies the need for office supplies.
2. **Submission:** Complete the Office Supplies Requisition Form via the designated system or by email. Include item description, quantity, justification, and required date.
3. **Supervisor Review:** The Department Head/Supervisor reviews the request for necessity and budget compliance. Approves or rejects the request within 2 business days.
4. **Admin Processing:** The Admin/Office Manager reviews approved requests, checks current inventory, and processes order if items are not in stock.
5. **Purchase & Inventory Update:** Orders are placed with approved vendors. Upon receipt, inventory records are updated and requested items are distributed to the requester.
6. **Documentation:** All forms, approvals, and invoices are archived electronically for audit purposes. A monthly summary is reviewed by management.

5. Forms & Documentation

- Office Supplies Requisition Form
- Approval Emails/Records
- Purchase Orders & Invoices
- Inventory Logs

6. Review & Improvement

This SOP shall be reviewed annually, or as necessary, to ensure effectiveness and alignment with organizational needs.

7. References

- [Procurement Policy](#)
- [Inventory Management Guidelines](#)

8. Revision History

Version	Date	Description of Changes	Prepared By
1.0	2024-06-21	Initial creation	Admin Department