

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

ADMINISTRATIVE

SUBJECT: SUPPLY REQUISITIONS

REVIEWER(S): Manager of Business Operations

POLICY

The College will employ a procedure for inventorying and ordering supplies which assures adequacy of supplies, maximum efficiency, and an adequate number of trained personnel.

PROCEDURES

- A. The staff accountant will have primary responsibility for inventorying and stocking standard office supplies and copy room supplies using a par level established in collaboration with managers and staff assistants. The manager of business operations and the president's administrative assistant will provide backup. Each of those individuals will have desktop access to computerized ordering and may be required to attend training provided by Atrium Health.

Standard stock office supplies will be kept at par levels in the copy room closet. Special non-stock items should be ordered by sending an email request to the staff accountant and manager of business operations. Generally, special order items will be approved by and billed to the department ordering them. Ordering will be done as needed. Non-stock orders will be kept in Work Room 1813 for immediate pick up by the person who ordered them.

- B. Barring unusual circumstances or special needs, all office supply orders will be placed through vendors identified by Atrium Health as preferred vendors. Tier 1 items, or those resulting in the largest discount, will be the preferred item of choice when there is more than one type listed.
- C. Requisition records will be electronically maintained by the business office.
- D. Department-specific printing needs and business cards will be handled by the department staff assistants or program chair and submitted to the business office via e-form or email request and charged to their departments. All efforts will be made to consolidate department-specific purchases reduce cost and prevent multiple inventories being maintained.
- E. Printing for college-wide use, such as stationery and letterhead-style envelopes will be inventoried and ordered by the staff accountant or president's administrative assistant.
- F. The manager of business services is responsible for monitoring budget levels of office and copy supplies and will report variances accordingly.
- G. When special delivery services are needed (i.e., overnight delivery, package delivery), the staff accountant or manager of business operations will arrange for it, using the system-approved vendor.
- H. Kitchen supplies will be monitored and reordered by the president's administrative assistant or staff accountant as needed, under the general direction and budget oversight of the manager of business operations.
- I. The Supply Requisitions policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult:

Atrium Health: [MM 300.08 Stock Supplies](#)