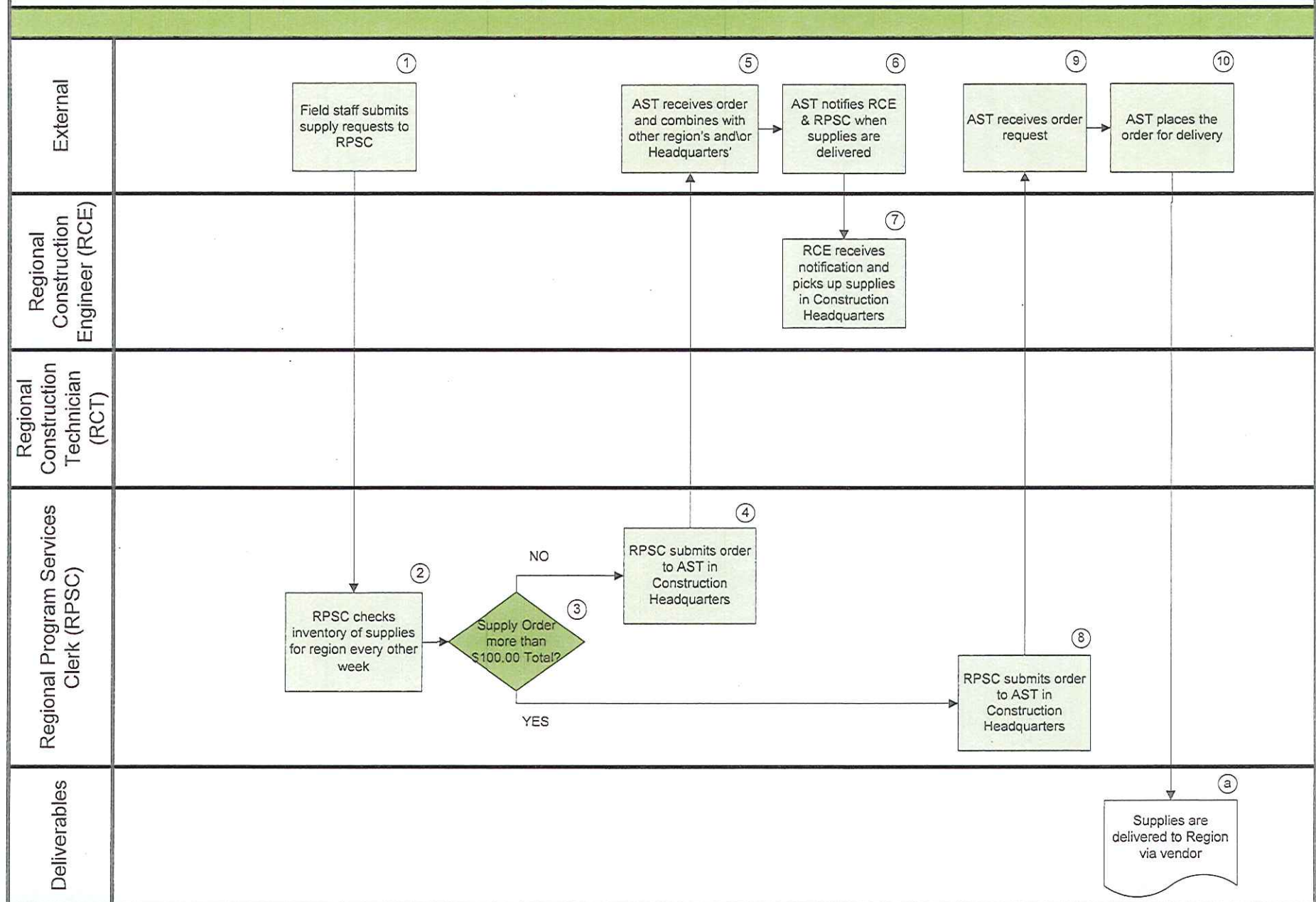


{
Tab 24
}

Supply Ordering Process



Supply Ordering Process **Work Instructions**

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Field staff submits supply requests to Regional Program Services Clerk (RPSC)		Field staff submits supply requests to RPSC and RPSC includes with bi-weekly order for Region	
2. Regional Program Services Clerk (RPSC) checks inventory of supplies for region every other week		RPSC checks inventory of supplies for region every other week	
3. Supply Order more than \$100.00 total?		If No, go to Step 4 If Yes, go to Step 8	
4. Regional Program Services Clerk (RPSC) submits order to Administrative Services Technician (AST) in Construction Headquarters		RPSC submits order to AST in Construction Headquarters	
5. Administrative Services Technician (AST) receives order and combines with other region's and/or Construction Headquarters'		AST receives order and combines with other region's and/or Construction Headquarters'	
6. Administrative Services Technician (AST) notifies Regional Construction Engineer (RCE) & Regional Program Services Clerk (RPSC) when supplies are delivered		AST notifies RCE & RPSC when supplies are delivered	
7. Regional Construction Engineer (RCE) receives notification and picks up supplies in Construction Headquarters		RCE receives notification and picks up supplies in Construction Headquarters or delegates to someone from the Region to pick up the supplies	
8. Regional Program Services Clerk (RPSC) submits order to Administrative Services Technician (AST) in Construction Headquarters		RPSC submits order to AST in Construction Headquarters	

Supply Ordering Process

Work Instructions

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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
9. Administrative Services Technician (AST) receives order request		AST receives order request	
10. Administrative Services Technician (AST) places the order for delivery		AST places the order for delivery	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Supplies are delivered to Region via vendor		Supplies are delivered to Region via vendor	