SUBJECT: Ordering Office Supplies from Office Depot

SEE ALSO:

INFORMATION

The purpose is to ensure supplies are ordered to stock the supply cabinet in a timely and efficient manner.

PROCEDURE:

1. Select Internet Explorer.
2. Select Site Index.
3. Select S.
4. Select Stores.
5. Select Office Supplies.
7. Select Proceed to the Office Depot Site.
8. Type in user name.
9. Type in password.
10. Push Enter on keyboard.
11. Select Quick Order by Item #.
12. Begin shopping by entering your information. (Item #, Qty, Comment)
13. Add all items to cart.
14. Select Go to Cart when finished.
15. Check quantities and costs.
16. Update quantities if necessary.
17. Select continue to proceed with purchase.
18. Enter stores requisition number.
20. Select Continue.
21. Select Purchase.
22. Write Confirmation number on Stores Requisition.

**When order is received, the packing slip must be verified and stapled to the Stores Requisition. The paper work will be used to balance the General Journal

Approved: _______________________________ Authorized: _________________________________
Melanie Macomb RHIA                      Victoria Bradley RN, MS
Manager of Medical Records                Director of Patient Information