

## Supply Orders

1. **Some office supplies** are available from the Northside warehouse. Your bookkeeper will have a list of the available items and instructions on how to order. Give your bookkeeper the list of NISD warehouse items to be ordered and she will electronically order them. Items are delivered to the campus.
2. **General office supplies** are available locally through a bid (Office Depot). Your school bookkeeper will have a current catalog, bid number, discount and ordering information. The bookkeeper can order it electronically for you or you may do a purchase order requisition. Items are delivered to the campus.
3. **Library supplies** are ordered by purchase order requisition, which comes to Library Services. Some library supply companies are on [bid](#). The shipment goes directly to your school. Many vendors charge shipping. Please check your catalog for appropriate shipping charges and add them to your [purchase order](#). Library Services can help you with these orders.
4. **Bulbs, cables**, etc., are ordered from Technical Support as listed on the Intranet>technology acquisitions>AV-related equipment>supplies>AV supplies price list using a *MIS 22 4/89 R* form (see example).
5. All supply orders will be shipped directly to you. You must check in your orders. If an order is incomplete and indicates that you have items on back-order, give the packing slip to your bookkeeper so a Partial Receipt Acknowledgment can be submitted to accounts payable. **You will only sign the receiving copy when the order is complete.** Your bookkeeper will forward to accounts payable for payment. Please have your bookkeeper contact purchasing for any problems you may have with orders.
6. **Keep a copy of all your orders!**