

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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General

The college maintains an inventory of commonly used stationery that is managed by the Receiving & Distribution Department. These items may be acquired by submitting a Stationery Supply Order Form to the Receiving & Distribution Department. The cost of the stationery will be charged to the requisitioning department on a monthly basis.

It is the CCM policy to charge the cost of stationery back to the requisitioning department.

Authority

Vice President for Business and Finance

Responsibility

Receiving & Distribution Supervisor
Receiving & Distribution Staff
Budget and Compliance Manager

Procedure

1. Stationery can be ordered by completing the on-line (electronic) Stationery Supply Order Form found on CCM's web page under Faculty and Staff/E-forms (copy of form attached).
2. The Stationery Supply Order Form is to be used to order only those items which appear on the supply list (Items that do not appear on the list must be ordered using the Purchasing Department's standard Purchase Requisition Procedures).
3. Upon completion of the Stationery Supply Order Form the originating department will email the form to the Receiving & Distribution Department at receiving@ccm.edu.
4. The Receiving & Distribution Department will verify the form was sent from an authorized CCM email account, verify the order for accuracy, and that the requisitioning department has sufficient funds to cover the cost of the order. The initiating department will be advised by a Receiving & Distribution staff person if there are any discrepancies to be corrected prior to processing the order.

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5. After the order is verified the Receiving & Distribution Department will fill the order. The initiator will be notified if any of the items requested are temporarily out of stock (backordered) and will be advised when the delivery of the backorder items will take place.
6. Upon delivery of the supply order, the Receiving & Distribution Department will leave a copy of the form with the departmental staff person taking possession of the order.

Routing

The Stationery Supply Order Form may be routed via email.

1. The completed form should be emailed to the Receiving & Distribution Department (receiving@ccm.edu) for processing.

Processing and filing

1. The Receiving and Distribution Department processes and delivers the order.
2. At the end of each month Supervisor of Receiving & Distribution forwards all the Stationery Supply order forms to the Budget Office.
3. The Budget and Business Services Administrative Assistant prepares a Monthly Chargeback Report to allocate the cost of stationery back to each requisitioning department.
4. The Chargeback Report and Stationery Supply Order Forms are reviewed and approved by the Budget & Compliance Manager then forwarded to the Accounting Department for input into Ellucian system.
5. The Chargeback Report and Stationery Supply Order Forms are filed in the Accounting Department for future reference and records retention compliance.



Stationery Supply Order Form

Date: _____

Requisitioner: _____

Department Name: _____

Phone #: _____

Account #: _____

Deliver to Bldg. & Rm. #: _____

QTY	UNIT	DESCRIPTION	Price	Ext.
	PK	Book, Blue Exam, 100/Pk	\$ 3.50	\$ -
	EA	Book, Class Record	\$ 4.75	\$ -
	EA	Box w/Lid (record keeping and destruction)	\$ 2.50	\$ -
	BX	Envelope, #10 Regular, CCM, 500/Bx	\$ 8.00	\$ -
	BX	Envelope, #10 Window, CCM, 500/Bx	\$ 10.00	\$ -
	PK	Envelope, 10 x 13 Kraft, CCM, 10Pk	\$ 1.00	\$ -
	EA	Pad, Scratch, Small	\$ 0.20	\$ -
	EA	Pad, While You Were Out	\$ 0.25	\$ -
	RM	Paper, Copy, 8-1/2 x 11, Letter	\$ 3.00	\$ -
	RM	Paper, Copy, 8-1/2 x 14, Legal	\$ 5.00	\$ -
	BX	Paper, CCM Letterhead, 500/Bx	\$ 4.85	\$ -
FORMS				
	PK/10	Bag Control Form	No Charge	
	PK/10	Memorandum of Return	No Charge	
	PK/50	Petty Cash reimbursement	No Charge	
	PK/10	Request for Disposal	No Charge	
Order Total				<u>\$ -</u>

For assistance call ext. 5048

Email completed form to: receiving@ccm.edu