
 Corrections and Community Supervision DIRECTIVE	TITLE		NO. 2901
	Requisition of Supplies and Forms (Central Office)		DATE 08/21/2020
SUPERSEDES DIR# 2901 Dtd. 09/12/18	DISTRIBUTION A	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directive #2916, "Purchasing Supplies and Equipment"	APPROVING AUTHORITY 		

- I. **DESCRIPTION:** This procedure is designed to guide Central Office personnel in the requisition of supplies and forms stocked in the Central Quartermaster area using Form #2901A, "DOCCS Office Supply Order Form."
NOTE: If items are not listed on the order form, then procurement is necessary (see Directive #2916, "Purchasing Supplies and Equipment").
- II. **SCHEDULE FOR DELIVERIES:** Deliveries of available supplies and forms to all Central Office locations are scheduled by the Central Office Quartermaster.
- III. **PLACING REQUISITIONS:** The originator (person designated by the Unit Head to maintain supplies and forms for the unit) determines the needs of the unit and then, if necessary, prepares a "Standard Supply Room Order Form."
The completed form is then sent to the originating Unit Head for approval and signature. Approved forms are then sent to the Central Office Quartermaster Unit for processing.
- IV. **FILLING COMPLETED REQUISITIONS:** Central Office Quartermaster Unit staff receive completed order forms, pull the requested supplies and forms, recheck quantities when the pull is complete, and pack the completed issue for delivery to the ordering unit.
- V. **RECEIVING SUPPLIES/FILLING STANDARD SUPPLY ORDER FORM COPIES:** Two copies of the "Standard Supply Room Order Form" are sent back to the originator with the order. The originator should check the order against the "Standard Supply Room Order Form." Out-of-stock items will be noted on the form and must be re-ordered by the originating location (if still determined to be necessary). One copy of the completed order form is to be signed and returned to the Central Office Quartermaster and the second copy is to be retained by the originating location.
The originating location should send all **reusable** delivery boxes to the Central Office mailroom for re-use.
The "Standard Supply Room Order Form" is available from Support Operations at SupportOps@doccs.ny.gov.