

WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES
SECTION I, CHAPTER 10

SECTION TITLE: GENERAL
CHAPTER TITLE: ACQUISITION OF OFFICE SUPPLIES

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I. INTRODUCTION

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This procedure addresses the method of ordering office supplies from Highways' central stockroom, which is administered by Office Services Division. All DOH organizations are subject to these procedures for both "stocked" items and "non-stocked" items.

Office Services Division has complete responsibility for the Office Supplies Inventory. These responsibilities include but are not limited to the acquisition, for stock purposes, of office supply commodities, providing necessary Class, Type, and Sub-Code identifications for each commodity, maintaining accurate item records of inventory quantities on hand and unit costs, providing for the transfer of costs of consumption to

using organizations, and controlling computer stored catalog and master files of the Office Supply Inventory.

II. OFFICE SUPPLIES CATALOG

Office Services Division has developed a catalog of normally stocked office supplies. A copy of this catalog is provided to each organization for their use in correctly placing orders for office supplies. Periodically, Office Services will distribute revisions to the Office Supplies Catalog to ensure that all user organizations are informed of new items and deleted items.

The Office Supplies Catalog is organized and lists stocked commodities by Class, Type, and Sub-Code. The Class number defines the general inventory category, i.e.; 900, General Supplies; 901, Forms, etc. Type further groups the items within the Class, i.e.; 015, Desk/Office Supplies; 025 Writing Materials, etc. Finally, Sub-Code is the number for the specific inventory item, i.e.; 000302, Tape, Embossing 3/8" Blue; 000304, Tape, Embossing 3/8" Gold.

The Office Supplies Catalog also provides a description and an issuing quantity (each, package, box, etc.) for each commodity listed. Since the Office Supplies Inventory is managed by computer, minimum issuing quantities other than that listed in the catalog cannot be issued. An example page of the Office Supplies Catalog is shown as an Exhibit, at the end of this chapter.

III. ORDERING SUPPLIES FROM STOCK

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All office supplies and forms used by the Division of Highways' organizations will be obtained from Office Services Division. To request these commodities, districts/divisions must complete and submit a "West Virginia Division of Highways Inventory Usage or Transfer (Form DOT-6) in quadruplicate. The requesting organization will retain the last copy of the completed Form DOT-6 in file and forward the original and remaining two copies to Office Services Division for order servicing.

Upon completion of order service, one copy of the Form DOT-6 will be returned to the requesting organization along with the supplies. The original and one copy will be retained by Office Services Division to serve data entry and other internal functions.

Should supplies and/or quantities ordered need to be adjusted or be currently out of stock, Office Services Division will cross-through and revise the quantities requested and inform the user in the line item remarks section of Form DOT-6. Such remarks shall include suggested re-submission date or non-availability of the ordered item. In the event of non-availability, Office Services Division will either purchase the item or authorize the requesting organization to purchase via Special Purchase Authorization.

IV. RECORDING OFFICE SUPPLY USAGE

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Properly completed Forms DOT-6 will provide all information necessary for Office Services to charge the cost of the consumption to the receiving organizations' authorization and activity codes on a current basis. Office Services is also responsible for correcting issuance errors for office supplies. However, in the event there are questions concerning delivery of ordered supplies, Office Services should be notified immediately.

V. OTHER TRANSACTIONS

Returns to Stock - Written approval of the Office Services Division is required before items will be accepted as returns to stock. The organization requesting the return must submit its request in writing and include:

- Accounting data including requesting organization's Organization Code, Account and Authorization Numbers, Activity and Object Codes.
- Class Type and Sub-Code identifications of the items for which return to stock is being requested.
- Description of the items for which the return to stock is being requested.
- Quantities to be returned. (Limited to standard order quantities.)
- Reasons supporting the request to return to stock.
- Signature and Title authorizing the request.

Upon completion of its review, Office Services Division will either approve or deny the request for the return to stock and advise the requesting organization of its decision. If approved, Office Services Division will prescribe the manner in which the goods will be returned and upon receipt of the goods will initiate required updates of inventory levels and accounting adjustments through Journal Voucher transaction.

VI. EXHIBIT: OFFICE SERVICES DIVISION - OFFICE SUPPLIES CATALOG