


OFFICE SUPPLY ORDERS

BSB- 0104-16

Prepared by:

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Procedure approved by:

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BOILER SAFETY BUREAU
STANDARD OPERATING PROCEDURE MANUAL

OFFICE SUPPLY ORDERS – BSB 0104-16 R5

1.0 PURPOSE

This instruction provides a guideline for maintaining a minimum amount of office supplies and ordering process.

2.0 SCOPE

This instruction applies to all office supplies that are ordered through a private enterprise.

3.0 PERSONNEL RESPONSIBILITIES

The Administrative Specialist Supervisor is responsible for maintaining a minimum office supply level. There should be at least one back-up person that has the ability to order through e-procurement.

4.0 HEALTH and SAFETY ISSUES

Not applicable.

5.0 PROCEDURES

5.1 Minimum number of supplies

5.1.1 Ink pens

- a) Two boxes of 0.5 black ink pens
- b) Two boxes of 0.7 black ink pens
- c) Two boxes of blue ink pens
- d) Six red ink pens

5.1.2 Markers

- a) One set permanent markers of various colors
- b) Six black permanent markers
- c) One set Expo markers of various colors
- d) Six black Expo markers
- e) Six highlighters

OFFICE SUPPLY ORDERS – BSB 0104-16 R5

5.1.3 Printer Ink

- a) For each model printer, four (4) black and two (2) color sets

5.1.4 Toner

- a) Minimum number for office multi-function printer is one black and one-color set.

- 1. Order online from www.nc204dstore.com

- a) Click Support in the upper right corner
- b) Click on Order Supplies
- c) Enter all required information

- i. NCDOL- Boiler Safety Bureau
- ii. Your name
- iii. Your E-mail
- iv. Office phone number
- v. Equipment ID: T1533
- vi. Model No.: ES4515AC
- vii. Manufacturer: Toshiba
- viii. Ship to: NCDOL- Boiler Safety Bureau
111 Hillsborough St., Rm B501
Raleigh, NC 27603
- ix. List supplies needed
- x. Click submit

- b) Minimum number for field printers is one toner per model of assigned printers.

OFFICE SUPPLY ORDERS – BSB 0104-16 R5

5.1.5 Note paper

- a) 3 X 5 Post-it, 6 minimum
- b) 3 X 3 Post-it, 6 minimum
- c) 1 3/8 X 1 7/8, 6 minimum
- d) Steno pads, 2 minimum
- e) Perforated pads, 3 minimum
- f) Graph pad, 1 minimum

5.1.6 Copy paper

- a) 8 cases minimum

5.1.7 Batteries

- a) AAA, 12 minimum
- b) AA, 12 minimum
- c) C, 12 minimum
- d) D, 12 minimum

5.1.8 Clips

- a) Paper clips
 - 1. Regular, 2 box minimum
 - 2. Jumbo, 2 box minimum
- c) Binder clips
 - 1. Large, 1 box minimum
 - 2. Medium, 2 box minimum
 - 3. Small, 2 box minimum
 - 4. Mini, 2 box minimum

OFFICE SUPPLY ORDERS – BSB 0104-16 R5

5.1.9 Miscellaneous office supplies

- a) Desktop tape, $\frac{3}{4}$ inches wide, 4 minimum
- b) Packing tape, 3 rolls minimum
- c) Rubber bands
 - 1. Size 32, $\frac{1}{2}$ box
 - 2. Size 117, $\frac{1}{2}$ box
- d) Mono correction tape, white, 3 minimum
- e) Log books, 2 minimum
- f) Scissors, 1 minimum
- g) Dymo labels, 2 rolls minimum
- h) Laminate, 10 mil, 50 pouch minimum
- i) Eraser for dry erase board, 2 minimum
- j) Flash drive, 2 minimum
- k) Staples, 2 boxes
- l) Canned air, 2 minimum
- m) Computer screen cleaner, 1 box minimum
- n) Vacuum bag, 1 minimum
- o) Finger tips
 - 1. Small, 4 minimum
 - 2. Med/Lg, 2 minimum
 - 3. Blue grip, 2 minimum
- p) Three-tab folders, 25 minimum
- q) File folder labels, 20 sheet minimum
- r) Mailing labels, 15 sheet minimum

OFFICE SUPPLY ORDERS – BSB 0104-16 R5

- 6.0 Place a supply order
 - 6.1 Verify current stock.
 - 6.2 Contact all office staff and field supervisors for needs.
 - 6.3 Place supply order through e-procurement. (See BSB-0104-13)
- 7.0 Receive supply order
 - 7.1 Find order in e-procurement.
 - 7.2 Verify items received against order.
 - 7.3 Accept items received and reject items not received or not acceptable.
 - 7.4 Distribute supplies appropriately.

8.0 CUSTOMER SERVICE REQUIREMENTS

The purpose of following this procedure is to provide the customer, be it the public, employees of the Bureau, or other state agencies, with the most efficient service, information, training, and assistance possible.

9.0 DATA and RECORD MANAGEMENT

- 9.1 *Records shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.***