Office Supply Order

Ana is the point person for ordering supplies and can request help of office assistants as needed. However, Ana will monitor the orders upon arrival so staff will get what they need on time.

Staff members needing ordinary office supplies (ex. Post-it notes, pens, etc.) must fill out a supply request form located on the CIEP website: http://www.uni.edu/ciep/staff/supplies

Do not ask someone for an item specifically, as it may be forgotten during the course of the day. Ana will collect and order items once or twice per week to cut down on multiple orders per day. Either Ana or an office assistant will fill the order. If the order exceeds $100, office assistants must get approval for the order from Ana. Any unusual items must be approved by Phil/Carolina.

Staff members needing special office supplies (ex. electronics) must contact Phil. The Director will also inform Carolina for future follow up and budget reconciliation. After this, Ana will order the items within 48 hours.