## CONSUMERABLES MANAGEMENT

- 1. Helpesk calls the facility/ facility calls the helpdesk
- 2. Helpesk cordinates with the supporting officer
- 3. Support officer determines quantity
- 4. Support officer orders from stores
- 5. Support officer fills the log form
- 6. Support officer fills the deliverly note
- 7. If consumerables sent by courier services a) Helpdesk confirms receipt

DATE:	NAME OF SITE:	REQUESTING OFFICER:	DEPARTMENT:	CONSUMABLE TYPE	DISPATCHING OFFICER