Standard Operating Procedures

Internal Requisition

SigerTronic Systems©

October 23, 2014

Table of Contents

1   Internal Requisition Introduction

We are working to improve our efficiency and accuracy of our inventory on the sales floor.
As of (date goes here) we have implemented our *Internal Requisition* process. [1]

1.1   Overview

In this section articulate the project and some details.

1.2   Objectives

This is section state process, procedures, expectations, and level of service.

1.3   Scope

2   Procedures

In this section explain how to request items from the sales floor.

❶ Any item (e.g., parts, accessories, electronics, etc) that you need from the *sales floor* needs to be requested. Scott Williams, or Erica will sing it out and they will get it for you.

❷ All items for testing and/or repair MUST be returned to stock on the same day before 5pm. However, if you need to test overnight or longer, you need to send an email notifying Erica or Scott Williams.

2.1   Internal Requisition Form

Download our internal requisition form: provide URL address. Save the form to your local computer. Fill in all required fields, and print the form for submission to management for their approval.

3 Internal Requisition Manuals & Training

Manual and training aids should be contained in this area.

3.1 Presentation

When applicable a slide show presentation will be presented for training purposes.

This section we can link to external URL to help understand the concept more fully. These links can point to PDF documents or slide show presentation to affirm the point.

4 Decision Process

4.1 Some thing ...

4.2 Discussion

5 Conclusion

Notes

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[1]Some of this document is for example only, and it was adapted from M001–Approval Process for New Initiative.