**Company K Office Supplies Requests**

**1. Purpose**

This document provides guidelines for requesting office supplies at Company K. It aims to streamline the process for ordering and receiving office supplies to ensure that all employees have the necessary resources to perform their duties efficiently.

**2. Scope**

This policy applies to all employees of Company K who require office supplies for their work. It covers the process for requesting supplies, the list of frequently requested items, and the vendors approved for supply purchases.

### **3. Office Supplies Request Procedure**

**3.1 Request Process**

**3.1.1 Online Request System**

* **Access**: Use the company’s online office supplies request system available on the intranet.
* **Steps**:
  1. **Log In**: Access the online request system using your employee credentials.
  2. **Select Items**: Choose items from the catalog or enter specific items needed.
  3. **Specify Quantity**: Indicate the quantity of each item requested.
  4. **Add Justification**: Provide a brief description of why the items are needed.
  5. **Submit Request**: Review your request and submit it for approval.
  6. **Confirmation**: Receive a confirmation email with the details of your request.

**3.1.2 Manual Requests**

* **Description**: For special requests or if the online system is unavailable.
* **Steps**:
  1. **Form**: Complete the Office Supplies Request Form available from the HR department.
  2. **Submit Form**: Send the completed form to office-supplies@companyk.com.
  3. **Confirmation**: Await confirmation and estimated delivery time from the supplies team.

**3.1.3 Urgent Requests**

* **Description**: Procedure for urgent supplies needed quickly.
* **Steps**:
  1. **Contact**: Email office-supplies@companyk.com with “URGENT” in the subject line.
  2. **Details**: Provide details of the items needed and the reason for urgency.
  3. **Follow-Up**: Expect a follow-up within 24 hours regarding the status of your request.

### **4. Frequently Requested Supplies**

**4.1 General Office Supplies**

* **Items**:
  + Pens and pencils
  + Notepads and sticky notes
  + Staplers and staples
  + Paper clips and binder clips
  + File folders and binders
  + Printer paper and ink cartridges

**4.2 Technology Supplies**

* **Items**:
  + Computer mice and keyboards
  + USB drives and external hard drives
  + Headphones and microphones
  + Laptop stands and docking stations

**4.3 Kitchen Supplies**

* **Items**:
  + Coffee and tea supplies
  + Disposable cups, plates, and utensils
  + Cleaning supplies for kitchen areas

**4.4 Safety Supplies**

* **Items**:
  + First aid kits
  + Fire extinguishers
  + Personal protective equipment (PPE) such as masks and gloves

### **5. Validated Vendors**

**5.1 Approved Vendors**

**5.1.1 Office Supplies**

* **Vendor**: Staples
  + **Website**: [staples.com](https://www.staples.com)
  + **Contact**: 1-800-333-3333
* **Vendor**: Office Depot
  + **Website**: [officedepot.com](https://www.officedepot.com)
  + **Contact**: 1-800-463-3768

**5.1.2 Technology Supplies**

* **Vendor**: Best Buy for Business
  + **Website**: bestbuy.com/business
  + **Contact**: 1-877-459-7267
* **Vendor**: Newegg Business
  + **Website**: newegg.com/Business
  + **Contact**: 1-800-390-1119

**5.1.3 Kitchen Supplies**

* **Vendor**: Restaurant Depot
  + **Website**: [restaurantdepot.com](https://www.restaurantdepot.com)
  + **Contact**: 1-877-955-5600
* **Vendor**: Amazon Business
  + **Website**: [amazon.com/business](https://www.amazon.com/business)
  + **Contact**: 1-888-280-4331

**5.1.4 Safety Supplies**

* **Vendor**: Grainger
  + **Website**: [grainger.com](https://www.grainger.com)
  + **Contact**: 1-800-472-4643
* **Vendor**: ULINE
  + **Website**: [uline.com](https://www.uline.com)
  + **Contact**: 1-800-295-5510

### **6. Contact Information**

**6.1 Office Supplies Team**

* **Email**: office-supplies@companyk.com
* **Phone**: (555) 456-7890

**6.2 Facilities Management**

* **Email**: facilities@companyk.com
* **Phone**: (555) 123-4567

**6.3 IT Support**

* **Email**: it-support@companyk.com
* **Phone**: (555) 234-5678

### **7. Continuous Improvement**

**7.1 Feedback**

* **Surveys**: Provide feedback on the office supplies ordering process and vendor performance.
* **Suggestions**: Submit suggestions for new suppliers or improvements to office-supplies@companyk.com.

**7.2 Review**

* **Updates**: Regularly review and update the list of approved vendors and the supplies request procedure based on user feedback and business needs.