

RESOURCE ORDER				2. INCIDENT/PROJECT NAME		4. Order Office Number								
Pg No.		Local Purchase - Supplies				<i>Red Salmon Complex</i>		<i>CA-SRF-000656</i>						
Request Number	Ordered Date / Time		Qty	Resource Requested	Needed date / Time	Deliver To	Received Date / Time	R e c e i v e d	(person) Delivered to:			Delivered		
	Date	Time			Date	To	Date		Time	Date	time		initials	
S-	10052	29-Sep 14:00	2	computer toner - HP 52	sept 30 1400	finance - debbie	sept 30 noon	X	finance - Debbie	sept 30	12:30	DJ	x	A finished line. Item was ordered, S# was given, item was received and delivered.
S-	10054	30-Sep 12:00	4	paper - reem	sept 30 1400	finance - debbie								A partial. Item was ordered, S# was given from ordering, but has not been received in supply yet.
S-	10056	1-Oct 11:00	4	plastic bins for doc boxes	sept 30 1400	Finance - jackie								A partial. Item was ordered, S# was given from ordering, item was received - but didn't have an S# from buying team (hasn't been delivered to overhead yet)
S-	10055	1-Oct 10:00	6	paperclip boxes	sept 30 1400	Demob - Felicia	Oct 2 noon	X						A partial. item was ordered, s# was given from ordering, item has been received into supply- but not delivered yet.
<div style="border: 1px solid black; padding: 2px;"> <p>^^^This info is from the pink copy (that ordering gives you)</p> </div>														
<p>Best Practices:</p>														
<p>1) Getting the 'pink' copies from Ordering 1-2x a day.</p>														
<p>2) Filling this form out as complete as you can. *(in order)</p>														
<p>3) Have a person (whoever you are delivering to) initial.</p>														
<p>4) taking this sheet + highlighters and your cart when you deliver things.</p>														
<p>5) following up with ordering on what has been received for the day. Mark what is still 'pending' so ordering can follow up on it.</p>														
<p>6) you can use a sheet like this per day, per incident or per 213. It's up to you.</p>														