

Guidelines for Office Supplies Process

In order to provide our Employees and Vision Partners with excellent service and cost effectiveness concerning Office Supplies please use our preferred vendors (Office Depot and Bruce Office Supplies) and the following guidelines when placing an order.

1. Employees/VPs can research items through a vendors' website or catalog.
 - **Preferred** office supply vendor websites are: www.officedepot.com and www.bruceoffice.com
 - Catalogs have been placed in the following locations:
 - Helps Office (Campus A)
 - Downstairs kitchen
 - Upstairs kitchen
 - Annex kitchen
 - Bridge Front Desk
2. Employees/VPs will complete an Office Supply Order Form found at www.faithchapel.net/forms and submit to officesupplies@worddome.net.
 - Manager or designated director representative approval is required for all orders (Approvals via email are accepted).
 - Managers should be copied on all submitted emails.
3. For same day processing, all orders should be submitted before 2pm. All orders submitted after 2pm will be processed the next business day.
4. Office supplies will be delivered to the indicated drop off points within 2 business days of arrival to the facility.
 - Deliveries will be made during normal office business hours (Mon-Fri 8:30am-5:00pm).
 - Special orders may take a little longer.
5. Please submit all questions or concerns to officesupplies@worddome.net.

Just Be: Worship, Word, Witness

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