

Logistics

Management Office

Supply Branch

Frequently Asked Questions

SUPPLIES AND EQUIPMENT:

Q. How do I get office supplies?

A. It is preferred that orders be sent via email to [Buddy Collins](#). Some of our vendors offer online ordering. Please contact [Buddy Collins](#) for additional information.

Q. How do I purchase furniture and equipment?

A. Complete PR&C. When approvals are all completed, purchases can be made.

Q. When deliveries are made, how do I know what to barcode?

A. All ADP equipment, furniture, \$300.00 and over, and power tools \$50.00 and over require barcodes.

Q. Who is responsible for barcoding furniture and equipment?

A. Receiving agents appointed by the Property Book Officer should complete receiving reports in CEFMS, barcode any item(s) as required and furnish Property Book Officer all information required for property book recording.

Q. What does the Property Book Officer need in addition to completion of the CEFMS receiving report?

A. Hand receipt account number, office symbol, PR&C number, barcode number, item name, manufacturer, model, serial number and price.