

# Logistics

## Management Office

### Supply Branch

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#### Frequently Asked Questions

##### **SUPPLIES AND EQUIPMENT:**

**Q.** How do I get office supplies?

**A.** It is preferred that orders be sent via email to [Veronica Owens](#). Some of our vendors offer online ordering. Please contact [Veronica Owens](#) 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.** Items \$5,000 and over

**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.