



## Instructional Supply Orders

Beginning November 28<sup>th</sup> 2011, the following process will be implemented for instructional supply orders:

- Plant Operations Supervisor (Minor Courtney) will oversee the ordering, receiving and housing of all regularly-stocked instructional supplies in the 1411 supply room (next to JROTC).
- The Instructional Supply Request form is accessible on Lincoln's website under "Staff Links"
- Staff members may place orders two ways:
  - Complete supply request form and place it in Minor's mailbox in the 100 Administration Office. Available stock items will be filled within 2 school days. Orders will be delivered to the staff member's Center office.
  - Walk-up hours are available Tuesday-Thursday from 6:45-7:15am.
- Items not listed on the supply request form may require special ordering. You may be contacted by an administrator, Financial Clerk (Michel Renaud) or Administrative Aide (Griselda Hembera) for additional information if necessary.
- White copy paper and printer toner will be housed in each Center for easier accessibility.