

·Instructions for Completing OCA Office Supply Order Form

The shaded area will be completed by Finance and Operations Division staff. Leave these sections blank.

- 1) **Ship to – required:** This address has already been populated for you by the Purchasing division **unless shipping the items to a different location** please leave this information as is.
- 2) **Justification – required:** Provide explanation on why an item or service is needed, i.e. “replenish supply of copy paper”. Supply orders may be rejected if it does not support the agency’s needs for the requested items.
- 3) **Additional Comments:** Provide any additional information as needed, i.e. “paper supply is running low, toner low, replenish supplies”. If you will be providing a vendor’s item number, supply the vendor name in this section.
- 4) **Item Number – required:** Provide the catalog number, commodity code, manufacturer/part number or vendor’s item number.
- 5) **Description – required:** If a part/catalog number is provided, you may copy the description from TIBH to the description on the order form. A detailed description is helpful to ensure that we are purchasing the correct item. If a part number is not available, then provide a detailed description to ensure the correct item is received. Never use broad terms such as “paper” as there are numerous types of paper, which vary by color, weight, size, etc. Instead, describe “recycled copy paper, letter size, white, and 20 lb”.
- 6) **Quantity – required:** Indicate how much of an item is needed.
- 7) **Unit – required:** Indicate which unit of measure is to be used. All items are available in various units, e.g., each, box, carton, dozen, 2/package. Correct unit measurements are often provided by the vendor/manufacturer along with part numbers.
- 8) **Unit cost – required:** Record cost on requested item from verifiable sources, e.g., vendor, catalog, internet, etc.
- 9) **Total cost/Pg1 Subtotal/Pg2 Subtotal/Grand Total:** **The form will automatically update these sections once items have been keyed-in.** However, if you are filling-out the form by hand, calculate each section.
- 10) **Signature/Date – required:** If form will be emailed to OCA, type the requestor’s name and date; email will serve as digital signature. If you are faxing form to OCA, requestor must sign.
- 11) Forward completed order form to OCA purchasing by the 1st of each designate month and email it to: Purchasing@courts.state.tx.us

Note: Only under extenuating circumstance will we accept an OSOF via fax (Network is down or computer is inoperable).