



West Virginia Division of Highways Policy: **Acquisition of Office Supplies**

Issued by the Commissioner of Highways

Policy No: DOH 1.10

Issue Date: 11/01/2000

Revised: 1/06/2023

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1.0 PURPOSE

This policy addresses the method of ordering office supplies from West Virginia Division of Highways' (WVDOH) central stockroom, which is administered by Office Services Division. All WVDOH organizations are subject to these procedures for both "stocked" items and "non-stocked" items.

Office Services Division has complete responsibility for the Office Supplies Inventory. These responsibilities include but are not limited to the acquisition for stock purposes of office supply commodities, providing necessary Class, Type, and Sub-Code identifications for each commodity, maintaining accurate item records of inventory quantities on hand and unit costs, Stock items in the on hand inventory may be requested from Office Services as needed. Items not stored in inventory must have a charge number before being ordered. A Form DOT-6 must be completed and provided to Office Services Division for all items.

2.0 SCOPE

This policy applies to all West Virginia Division of Highways (WVDOH) central office employees.

3.0 DEFINITIONS

- 3.1 **Charge number**: means REMIS organization code, accounting authorization, and activity code.
- 3.2 **Inventory**: means supply items in Office Services Division Stock and Supply Room.
- 3.3 **REMIS**: means the Remote Entry Management Information System that was developed as an in-house system to gather detailed information in the areas of payroll, equipment, inventory, accounts payable and accounting. The data is accessible for various reports to assist in decision making. Several REMIS functions have migrated to other programs as REMIS is phased out.
- 3.4 **WVDOH**: means the West Virginia Division of Highways.

4.0 POLICY

4.1 Ordering Supplies from Stock

- A. All office supplies and forms used by the Division of Highways' organizations will be obtained from Office Services Division. To request these commodities, districts/divisions must complete and submit a "West Virginia Division of Highways Inventory Usage or Transfer (Form DOT-6). The requesting organization will retain a copy of the completed Form DOT-

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6 in its file and forward the original to Office Services Division for order servicing.

- B. Upon completion of the order a copy of the Form DOT-6 will be returned to the requesting organization along with the supplies. The original will be retained by Office Services Division to serve data entry and other internal functions.
- C. Should supplies or quantities ordered need to be adjusted or be currently out of stock, Office Services Division will cross-through and revise the quantities requested and inform the user in the line item remarks section of Form DOT-6. Such remarks shall include suggested re-submission date or non-availability of the ordered item. In the event of non-availability, Office Services Division will either purchase the item or authorize the requesting organization to purchase via Special Purchase Authorization.

4.3 Recording Office Supply Usage

- A. Properly completed Forms DOT-6 will provide all information necessary for Office Services to charge the cost of the consumption to the receiving organizations' authorization and activity codes on a current basis. Office Services is also responsible for correcting issuance errors for office supplies. However, in the event there are questions concerning the delivery of ordered supplies, Office Services should be notified immediately.

4.4 Other Transactions

- A. Returns to Stock- Written approval of the Office Services Division is required before items will be accepted as returns to stock. The organization requesting the return must submit its request in writing and include:
 - 1. Accounting data including requesting organization's Organization Code, Account and Authorization Numbers, Activity and Object Codes.
 - 2. Class Type and Sub-Code identifications of the items for which return to stock is being requested.
 - 3. Description of the items for which the return to stock is being requested.
 - 4. Quantities to be returned. (Limited to standard order quantities)
 - 5. Reasons supporting the request to return to stock.
 - 6. Signature and Title of supervisor authorizing the request
- B. Upon completion of its review, Office Services Division will either approve or deny the request for the return to stock and advise the requesting organization of its decision. If approved, Office Services Division will prescribe the manner in which the goods will be returned and upon receipt

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of the goods will initiate required updates of inventory levels and accounting adjustments through Journal Voucher transaction.

5.0 RELEVANT MATERIALS/DOCUMENTS

5.1 [Form DOT-6](#) Inventory Usage or Transfer

6.0 CHANGE LOG

January 6, 2023 –

- Updated policy and format.
- Removed references to the obsolete Stock and Supply Catalog.

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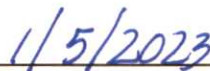
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Effective Date of Policy: 1/06/2023

Approved by:



Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways



Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.