Office Supplies Policy

The office manager is responsible for maintaining the correct amount of office supplies to operate the office. If you are in need of pens, paper, tape, folders, or any other administrative supplies, they are located in the supplies drawer. If an item is missing, note it on the Supply Request Form with the office manager. If you notice we are out of kitchen supplies, such as paper towels or dish soap, this should also be noted on the request form.

If there is an item urgently needed, an email must be sent to the office manager, who will get it as soon as possible.

Office supplies are ordered once every two weeks. For that reason, it is important that you predict any supplies you may need so there are no rush orders and we can keep costs down.

The office manager is responsible for creating a master supply list, with the par levels included, to ensure all supplies are well maintained.

All dental supplies are ordered by the inventory specialist. The dental assistant for each office should keep track of the supplies and fax dental inventory requests over to the inventory specialist. The clinical manager is responsible to ensure the par levels are maintained so these never run low.

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