

## **1.23 Supply Ordering Policy**

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### **POLICY:**

The Local Agency will use the following procedures when ordering supplies from the State Agency.

### **PROCEDURE:**

#### **A. Placing an Order through the Warehouse**

1. The State Agency will maintain an electronic file in which Local Agencies may access the following order forms:
  1. Order Form for Printed WIC Forms
  2. Order Form for Breastfeeding Materials
  3. Order Form for Nutrition Education Materials
  4. Order Form for Outreach Materials
  6. Order Form for WIC Nutrition Education Lesson Plans
2. WIC personnel will complete the appropriate order form when requesting supplies then:
  - < Fax the completed form to the WVDHHR Materials Management Warehouse.
  - < Maintain a copy of the completed form at the Local Agency.

*Note: Phone orders will not be accepted.*

#### **B. Filling an Order**

1. Upon receiving a fax from the Local Agency, the storage facility will ship the requested supplies to the Local Agency.

#### **C. Verifying Receipt of an Order**

1. The storage facility will provide packing slips in boxes upon shipping.
2. Upon delivery of order, WIC personnel will review the packing slip to ensure the order is correct.
3. If the order is not correct, the State Office will be notified. WIC personnel will note the problem on the packing slip and the packing slip will be faxed to the storage facility.

#### **D. Notification of Materials Not Available**

The storage facility will notify the Local Agency of items not available or items that are on back order via the packing slip.

#### **E. Placing an Order through the State Agency**

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WIC personnel will place orders to the State Agency via e-mail for the following items:

- < VOC cards
- < Labels for ID Folders