|  |  |  |  |
| --- | --- | --- | --- |
| Campus |  | Date of Request: |  |
| Campus Leader  |  | Discussed & Approved |  |
|  |  |  |  |

(Non-shaded areas are for CLs to complete. Shaded areas are for SO personnel.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Request** |  | **Ordered for** |  | **Need it by (the latest date):** | **Ordered** |  | **Received** |
| **Item**  | **Qty** |  | Student Name or Stock |  | **Supplier** | **Order date** | **Shipping date** | **Shipped to** |  | Date | Initials |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |
| --- | --- |
| ***Supplier Name*** | ***Supplier Code*** |
| Amazon | AM |
| Crisp | CR |
| Indigo (Chapters) | IN |
| Pearson Education | PE |
| Pearson Longman | PL |
| Staples | ST |

**Notes:**

* **When program resources are required (i.e. items not in a school’s inventory), this form/process is initiated by the Campus Leader and sent to the General Manager at:** **gamalyel.go@summitcollege.ca**
* Campus Leaders are to plan ahead and correspond regularly with GM to ensure resources are available in advance of students needing them.

**Procedure:**

1. **CL** – checks current stock at campus for copies of required resources for student
2. **CL** – completes this form in detail, indicating if any item(s) is (are) needed urgently
3. **CL** – forwards this completed form to GM (see above email )
4. **GM (purchaser)** – checks stock; orders items as needed;
5. **CL** – once delivery has been completed, **CL** checks/matches items with list above, notes date received, and sends back to GM.

**IMPORTANT NOTE:**

* + The ***Resource Tracking* *Form* must be submitted to** **gamalyel.go@summitcollege.ca** **once resource(s) are delivered to campus.**