



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Tshwane South  
TVET College

*"achieve the future"*

**SUBJECT: OFFICE PRACTICE**

**LEVEL: N4**

**MODULE/CHAPTER NO 5: OFFICE SUPPLIES**

# TOPIC

After completing this topic, you will be able to:

- Prepare the correct documents and know what procedure to follow when ordering office supplies.
- Obtain price quotations from suppliers, take a decision on the most suitable supplier and complete the order form correctly.
- Know the procedure to follow and the documents to verify when ordered office supplies and delivered by the suppliers.
- Implement the guidelines for the storage and security of office supplies.
- Demonstrate the correct procedure for receiving ordered office supplies.
- Name at least four advantages of the control office supplies.
- Use and complete a stock control card correctly.
- Explain the concepts maximum, minimum and re-ordering levels of stock.
- List the key factors for the efficient organisation of the office supplies room.
- Implement the basic guidelines for the issuing of office supplies.

# TOPIC

## Content

1. Procedures for purchasing office supplies (stock)
  - 1.1 Purchasing procedure
  - 1.2 Documentation
- 2 Storage of supplies
  - 2.1 Delivery of ordered stocks
  - 2.2 Guidelines for storage and security of office stock
  - 2.3 Correct procedure for receiving ordered office supplies.
3. Stock control and stock records
  - 3.1 Advantages of stock control
  - 3.2 Stock control card
  - 3.3 Stock levels
  - 3.4 Effective organisation of the office supplies room
4. Issuing of supplies

