

## Financial- FM Team - Office Supplies

	Activity	Who	Form/Hyperlink
Step 1:	Need office supplies	Directors/Supervisors/Managers/Employee's	Vendor is Staples Advantage <a href="http://www.staplesadvantage.com">www.staplesadvantage.com</a>
Step 2:	Each department orders own supplies	Directors/Supervisors/Managers/Employee's	<a href="http://www.staplesadvantage.com">www.staplesadvantage.com</a>