



Name _____ Date _____

To: All employees
From: J. McNamara
Re: Ordering Supplies

There has been a great deal of confusion regarding the correct procedure for ordering office supplies. Therefore, I will explain the proper steps to follow here.

First, all requests for supplies must be typed and signed. Only typed requests will be accepted because I am tired of trying to decipher illegible handwriting.

Second, all requests must be on my desk by the fifteenth of every month. I make out the order once each month and do not want to have to make addendums or extra orders.

From now on, late requests will be put on hold until the following month. Requests that are received on time and approved by me will be sent on to the Accounting Department for processing.

Please be aware that it takes from two to six weeks for supplies to arrive once the order has been made, so it is important to plan ahead and make your requests accordingly.

Your cooperation is appreciated.

Ordering Supplies



Name _____ Date _____

1. What does the memo concern?
a. overdue accounts b. office supplies c. supply requests d. computers

2. What will happen to handwritten requests?
a. They will not be accepted.
b. They will be approved quickly.
c. They will be read carefully.
d. They will be sent to Accounting.

3. The word “approved” in paragraph 4 is closest in meaning to
a. urgent b. valid c. signed d. accepted

4. What will happen to approved requests?
a. They will be returned to the employee.
b. They will be sent to Purchasing.
c. They will be forwarded to Accounting.
d. They will be returned to J. McNamara.

5. Why was this memo sent out?

6. Why do all requests have to be typed?

7. When is the deadline for employees to submit their requests?

8. Why is it important to meet the deadline?

9. What will happen to requests that have been received late?

10. What will happen to requests that have been received on time?

11. How long does it take to receive the orders once it has been placed?

VOCABULARY:

confusion	regarding	decipher	office supplies	illegible
handwriting	approved	processing	cooperation	appreciated