

TASK 1: OFFICE EQUIPMENT AND SUPPLY PROCUREMENT

Objectives

Students are able:

- Create purchase planning according to the office' necessity
- Coordinate with other departments

Introduction

Instrument and Material Preparation

- Laptop/ Computer
- Internet connection

Activities

No	Activities	Duration
1	VP, along with department staffs figure out the necessity of the following goods procurement: <ol style="list-style-type: none"> 1. Asset and office tool 2. Office equipment Determine the number of goods for each abovementioned item according to office's necessity regulated in budget proposal.	10'
2	<ul style="list-style-type: none"> ▪ Find any companies engaged in office equipment and tool procurement in VCI network. Purchase goods which are in compliance with necessity and value set in budget proposal. ▪ In order to pay the purchased goods, written memo to Finance Department should be made. Such memo contains information on payment to corresponding company. In such memo, this issues should also be attached: name of goods, total payment and payment account. Note: the memo must be acknowledged and signed by CEO. 	45'
3	Record all purchase in purchase journal.	10'

Output

- Company's business ideas approved by teacher/facilitator

Internet Activity

Company list in VCI Portal (PE Directory at id.penworldwide.org)