

BUSINESS SNAPSHOT

SUPPLY CENTER

Business Overview

The Supply Center is responsible for selling supplies to each business. Each business can only purchase supplies once. After all supplies have been purchased, the Supply Center employees need to restock supplies for the next day. The Supply Center earns extra money from JA World at day's end for each bin they restock accurately.

Business Activities

- Every business will send an employee first thing in the morning with a \$5 check to pick up their supplies for the day.
- Each customer needs to sign off on the Stock Manager's Checklist before leaving with their supply bin
- After receiving a few payments, the CFO follows his/her Job Directions and makes a Business Deposit.
- After all the bins have been paid for and picked up, the Stock Managers will spend the rest of the day restocking the bins for the next day.
 - The CEO has directions on how to print Inventory Sheets from the CFO computer
 - The Stock Managers use these Inventory Sheets to restock the bins and place the Inventory Sheet in the bin when they are finished.
- The supplies needed to restock the bins are located in the locked cabinets and the paperwork racks.
- The Stock Managers use the "Tomorrow's Supplies" whiteboard to check off which bins have been restocked.
- After all bins are restocked, find a *JA BizTown* staff member to receive payment for the restocked bins according to the CEO's Job Directions.

Employee Responsibilities

- **CEO** Takes Loan Application and Promissory Note to bank for approval, signs all paychecks and business checks, assists all other employees. Prints out Supply Center Inventory sheets used for restocking.
- **CFO** Issues paychecks to each employee and prints checks to pay all business costs for the day. Makes business deposits.
- **Stock Managers** Distribute the supply bins as customers visit first thing in the morning and restock the bins throughout the day.