The Shared Team Supply Assignment

Check the need before two families buy it.

One approved need deserves a clear inventory check and an accepted assignment.

Example: two adults offer to buy the same supply; the coordinator confirms the inventory and assigns the remaining need to one accepted contributor.

01 Approve the need

Use the responsible team leader's direction.

Leader authorizing the item

Exact item and purpose

Required quantity or specification

Program restriction to confirm

02 Count the available supply

Separate confirmed usable stock from uncertainty.

Usable inventory actually checked

Reserved or held item

Remaining approved need

Borrowed item owner or permission

The Shared Team Supply Assignment / Review & follow-through

03 Accept the assignment

An offer is not yet an approved purchase.

Adult and quantity assigned

Contribution arrangement agreed

Reimbursement or fee question

Other family told task is covered

04 Finish the team handoff

A purchase is not the team's receipt.

Actual item obtained

Coordinator receipt and time

Storage or use directions

Return or documentation still due