



Using a Central Market Purchase Order

Procedures Guidelines:

1. Central Market doesn't require that you have a Purchase Order with you.
2. Go Shopping!
3. At the checkout, tell the cashier that this is a charge for the Olympic ESD HS.
4. Take your receipt. Mark your receipt with the SITE NAME and the types of purchases that you made. IE: Family Gathering, Classroom Supplies, USDA, Nutrition Activity, etc. Hi-lite the items under each category with a different color of hi-liter. This will help us in the office to credit the proper account code for your purchases. If you make a USDA purchase, give a copy of the receipt to Melissa Steiner.
5. Turn the receipt in to your Supervisor or Administrative Assistant.