

Using a Fred Meyer Purchase Order

Procedures Guidelines:

1. Request a Purchase Order from your supervisor
2. The Supervisor or the Administrative Assistant will put it in your box or hand it to you.
3. Go Shopping!
4. At the register, present your Purchase Order to the cashier at the beginning of your check out.
5. Since you don't have a company Fred Meyer card, you will use the Alternate ID# 3604786887 at the register.
6. Once the transaction is complete, go to the customer service desk to get a copy of the receipt.
7. 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.
8. Make a copy of the receipt for yourself for budget tracking.
9. Turn in the charge slip with the receipt to your supervisor or the Administrative Assistant.