

Using a Purchase Order

Purchase Orders for Fred Meyer and Central Market are established so staff can quickly purchase items to support their role and classroom operations.

Procedures for Fred Meyer

1. Request a *Purchase Order* from your supervisor.
2. Supervisor or Administrative Assistant will put the *Purchase Order* in your mailbox or scan/email the *Purchase Order* to you.
3. Go Shopping!
4. At the register, present your *Purchase Order* to the cashier at the beginning of your check out process.
5. Since you do not 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. Fill out the Purchase Order Reconciliation Form completely and accurately. Attach receipt and submit to your supervisor within 48 hours of purchase.
 - a. If you made a USDA purchase, give a copy of the receipt to Family and Health Program Manager.
 - b. Make a copy of the receipt for yourself for budget tracking.
8. Supervisor will review Purchase Order Reconciliation Form and receipt for accuracy and submit to Fiscal Administrative Assistant.

Procedures for Central Market

1. Central Market does not 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. Fill out the Purchase Order Reconciliation Form completely and accurately. Attach receipt and submit to your supervisor **within 48 hours of purchase**.
 - a. If you made a USDA purchase, give a copy of the receipt to Family and Health Program Manager.
 - b. Make a copy of the receipt for yourself for classroom budget tracking.
5. Supervisor will review Purchase Order Reconciliation Form and receipt for accuracy and submit to Fiscal Administrative Assistant.



Purchase Order Reconciliation Form

Complete this form for each Fred Meyer or Central Market receipt, attach form to receipt and submit to supervisor.

Date of Purchase:

Site Name or Staff Member Name:

Check One: Fred Meyer Central Market

Purchase Category	Item Purchased	Amount
General Program Operations (does not come out of classroom budget)		
Classroom Supplies or Home Based Supplies		
Classroom Nutrition (Not USDA)		
USDA (does not come out of classroom budget)		
Parent Nutrition or Food Experience		
Family Gathering/Parent Activities or Socialization Supplies		
Training Supplies (Supervisors Only)		