

## Using a Purchase Order

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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 will **email** the *Purchase Order* to you and **Cc the Fiscal Administrative Assistant.**  
**! DO NOT keep a copy of the Purchase Order. You MUST request a Purchase Order from your supervisor EVERY time. !**
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 reward card, you will use the **Alternate ID# 3604786887** at the register.  
**\*DO NOT use your personal Fred Meyers rewards card or use your own credit card to pay.\***
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. 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.
  - a. If you made a USDA purchase, your supervisor will give a copy of the receipt to the Family and Health Program Manager.

### 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.