



Using a Purchase Order

Purchase Orders for Fred Meyer and Town & Country are established to support the purchase of food that is claimable through the United States Department of Agriculture (USDA) and the Child and Adult Care Food Program (CACFP). All other classroom based purchases (ex. paint, batteries, plants) must be completed using an Order Request Form with approval from the Site Supervisor or Program Manager (these items will be ordered by the Fiscal Administrative Assistant and will be made available based on shipping turnaround times; plan accordingly).

USDA/CACFP Procedures for Fred Meyer

- 1. Request a *Purchase Order* from your supervisor.
- 2. Supervisor(s) will email the Purchase Order to you and will Cc the Fiscal Administrative Assistant
 - a. Do not keep a copy of the Purchase Order, you must request a Purchase Order from your Supervisor every time you intend to shop at Fred Meyer.
 - b. Supervisor: mark your calendar 48 hours after request has been made to support submission deadline
- 3. Go Shopping and bring reusable bags.
- 4. At the register, present your *Purchase Order* to the cashier at the beginning of your check out process.
 - a. Tip: group items at checkout by type to ease the form completion process
- 5. Since you do not have a company Fred Meyer reward card, you will use the following Alternative ID# at the register.
 - a. Alternate ID#3604786887
 - b. DO NOT use your personal Fred Meyer reward card or use your own credit card
- 6. Once the transaction is complete, go to the customer service desk to get a copy of the receipt.
- 7. Upon return to your site, fill out the USDA/CACFP Purchase Order Reconciliation Form completely and accurately.
 - a. This form must be completed by the person who purchased the food.



- b. Every item purchased must be labeled clearly and reconciled on the form into the appropriate column.
 - i. Example 1: Receipt says "Simple Truth" however the form must reflect Simple Truth Frozen Blueberries
 - ii. Example 2: Receipt says "Kroger Peach" however the form must reflect Kroger Peaches (canned)
- c. The final total must equal the total on the receipt
- d. Attach receipt and submit to your supervisor within 2 business days of purchase.
- 8. Supervisor will review the USDA/CACFP Purchase Order Reconciliation Form and receipt for accuracy and submit to Fiscal Administrative Assistant.

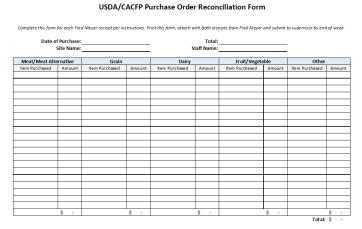




Using a Purchase Order

USDA/CACFP Procedures for Town & Country

- 1. Town & Country does not require that you have a Purchase Order with you. Notify your supervisor, every time, you plan to shop at Town & Country.
 - a. Supervisor: mark your calendar 48 hours after request has been made to support submission deadline
- 2. Go Shopping!
- 3. At the checkout, tell the cashier that this is a charge for the Olympic ESD HS.
 - a. Tip: group items at checkout by type to ease the form completion process
- 4. Upon return to your site, fill out the USDA/CACFP Purchase Order Reconciliation Form completely and accurately.
 - a. This form must be completed by the person who purchased the food.



- b. Every item purchased must be labeled clearly and reconciled on the form into the appropriate column.
 - Example 1: Receipt says "Simple Truth" however the form must reflect Simple Truth Frozen Blueberries
 - Example 2: Receipt says "Kroger Peach" however the form must reflect Kroger Peaches (canned)
- c. The final total must equal the total on the receipt
- d. Attach receipt and submit to your supervisor within 2 business days of purchase.
- 5. Supervisor will review the USDA/CACFP Purchase Order Reconciliation Form and receipt for accuracy and submit to Fiscal Administrative Assistant.

Administrative Assistant USDA/CACFP Procedures

- 1. Form submissions will be scanned and filled into a shared Site Folder with the Health and Family Services Program Manager. Folders will be organized as follows:
 - a. Example: USDA/CACFP 2023-2024 (Main Folder) → Discovery (Sub Folder) → September (Nested Folder)



Note: any outstanding unpaid purchase orders may result in the termination of the purchase orders at either Fred Meyer or Town & Country impacting the entire programs ability to purchase food. You MUST request a purchase order every time and submit the reconciliation form within 48 hours to avoid this potential negative impact.