

NESD HEAD START
GROCERY PURCHASE DOCUMENTATION

To document the purchase of groceries:

1. Use a Food Purchase Order form.
2. Separate Purchase Order forms will be used for food and non-food purchases.
3. Notify the business of tax-exempt status at check-out.
4. Complete the following on the Purchase Order:
 - a. To (name of business)
 - b. Quantity
 - c. Description of Merchandise
 - d. Unit Price
 - e. Total Price
 - f. Ordered For (name of center/home base site)
 - g. Date (date of purchase)
5. The Purchase Order will match the register receipt.
6. Staple the cash register receipt to the front of the purchase order.
7. Send purchase orders to the office at the end of each week.