

## CLASSROOM SUPPLIES – PURCHASING PROCEDURE

To document the purchase of approved classroom supplies:

1. Use a Separate Food Purchase Order form that is clearly marked **Classroom Supplies.**
2. Keep classroom supplies separate. Ring them up separately.
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)
  - h. Mark as classroom supplies**
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.

Preapproved grocery store classroom supplies: All other supplies will have to be requisitioned and approved through the normal process.

Baking Soda	Gelatin & Knox
Baby Oil	Ivory Soap
Borax	Karo syrup
Corn Meal	Popcorn - un-popped
Cornstarch	Rock Salt
Cream of Tartar	Salt
Dawn Soap	Vegetable Oil
Flour	Vinegar