

Purchasing items

If school is paying:

1. Get a price quote from the vendor with S&H included (**no tax is paid- give vendor TID #**)
2. See/ call Mrs. Stevens (at FC)
 - a. Show her price quote
 - b. She will give you a Purchase Order Number (like a credit card #)
3. Place order with vendor using PO #.
 - a. You may have to call to do this; many times that option is not available for online shopping.
4. Get copy of receipt sent to your email from the vendor.
 - a. Needs to show items ordered
 - b. Needs to show prices of items
 - c. Needs to show total cost
5. Print out receipt:
 - a. Keep the original
 - b. Make COPY for Sponsor
 - c. Make COPY for Mrs. Stevens
6. When the order arrives:
 - a. Check that all items have been received
 - b. Take out all papers that show items contained (prices possibly)- this **might** be a receipt
7. Tell Sponsor that order has been received.
8. Sponsor will notify Mrs. Stevens that order can be paid.

If individual pays:

1. Get a price quote from the vendor with S&H included (**no tax is paid- give vendor TID #**)
2. Place order with vendor using credit card.
3. Get copy of receipt sent to your email from the vendor.
 - a. Needs to show items ordered
 - b. Needs to show prices of items
 - c. Needs to show total cost
 - d. **Needs to show total amount has been paid with credit card # (at least last 4 digits of CC#)**
4. Print out receipt:
 - a. Keep the original
 - b. Make COPY for Sponsor
 - c. Make COPY for Mrs. Stevens
5. When the order arrives:
 - a. Check that all items have been received
 - b. Take out all papers that show items contained (prices possibly)- this **might** be a receipt
6. Tell Sponsor that order has been received.
7. Fill out reimbursement form (attaching the **original** receipt- shows items paid to CC#)
8. Have Sponsor sign it.
9. Turn it into Mrs. Stevens for reimbursement.