

Purchasing Shoes & Coats

Foundation Counselor Closet Funds

Items cannot be purchased to be stored and distributed at a later time.

WALMART

1. The purchase must be made in store (Tax exempt sales can't be done online).
2. Take your P-Card or the principal's credit card (If he/she will allow it) with you to Walmart.
3. The purchase must be done at a regular checkout. *It cannot be done through self-checkout.*
4. When checking out, PRIOR to any items being scanned, tell the cashier the purchase is tax exempt and give them the **tax-exempt code #80642.**
5. Write the Foundation account number on the receipt: **#9300100950-610 #1864.**
6. Complete the Documentation Form below.
7. Give the receipt & completed Documentation Form to your school finance secretary.

AMAZON

1. Make shoe or coat selection online on Amazon, preferably allowing the student to make the selection.
2. Give the shoe/coat information to your school finance secretary and ask her to make the purchase for you using the district's Amazon Business Prime account and using your principal's credit card.
3. On the credit card bill, your secretary will need to note account **#9300100950-610 #1864** for the purchase.
4. Fill out the Documentation Form below.
5. Give the completed Documentation Form to your school finance secretary for her to submit with the Amazon receipt.

** Purchasing limit per item is \$35 - please do your best to be frugal in order to assure these donated funds can assist as many students as possible.*

DOCUMENTATION FORM

(Must be completed and submitted with receipt)

Student Name	Item Given	Date Given	Counselor Signature	Witness Signature (Other School Employee)

