PURCHASE ORDER PROCEDURES
UPDATED 8/3/17
FOR YEAR
2017-2018
The white copy goes to the vendor. If the vendor doesn’t want the white copy, please remove. Discard it or keep it. Don’t send it in to the office.

Please attach the store receipt to the front left hand corner of the PO. This allows me to see the PO number.

Please don’t highlight items on the receipt as it turns black from the thermal paper and it is not readable.

If you have site budget, general, dental and nutrition items on the same receipt, circle the separate items with a pen and separate them out on the PO. You don’t need to re-write the items on the receipt.

All PO’s need to turned in weekly. This way all PO’s are in the office when the monthly statements arrive.

All sites have re-usable transparent envelopes exclusively for PO’s. This eliminates misplaced PO’s in the classroom.
☐ Head Start charge accounts must be used. Effective 9/15/16 there will be no more reimbursements to staff for program purchases.

☐ If a vendor is not on your vendor list please contact Tracy Sandnas so she can see if they are in our accounting system. If they are not in our system please contact your program manager to purchase it for you with their agency credit card.

☐ We don’t have a charge account at Target Stores or Subway. Target eliminated all corporate charge accounts and Subway also eliminated charging.

☐ We are not tax exempt from food in restaurants.

☐ A list of the vendors we currently have will be emailed to you. If you find a new vendor that is not on the list, please call your program manager and she will try to get the vendor set up as a direct deposit vendor in the system.
PO Example
TIPS

- Please tip 15% of the total bill when applicable.

- Tips will be charged to program supplies.

- We don’t get reimbursed for tips through the Child & Adult Care Food Program (CACFP).
IN KIND DONATIONS

2017-2018
IN KIND

- If a vendor gives a donation, please have the vendor fill out an In Kind card and turn it into the office. Examples-free pizza or free admission.

- Please use the pink donation card and get appropriate signatures.
STAFF EMERGENCY FORM

2017-2018
STAFF EMERGENCY FORM/ADDRESS CHANGE

- All staff must go into their AWC account and enter emergency information and address changes for the agency.

- Log into your account.

- Put your cursor on the Personal tab on the left.

- Go to emergency contacts. Fill in or update your information.

- All staff need to fill in the PDF staff emergency form and print it out for the classroom. This form will be emailed to you and is available on the website at: http://www.aeo.org/head-start/staff/head-start-program-forms

- All staff need to email Tracy Sandnas the updated address information.
STAFF IN AREA
MILEAGE SHEETS
2017-2018
STAFF IN AREA MILEAGE SHEETS

- Fill in your name, employee number, Program Manager name, & week ending date.

- Fill in date of travel, travel purpose, mileage from location and mileage to location.

- Add any meals, parking, or miscellaneous with receipt verification.

- At the end of the week, sign and date the form on each filled in page, and email it to your program manager. She will approve and sign the form give it to Tracy to submit to fiscal for reimbursement.

- Allow approximately two weeks for reimbursements to go through the Fiscal Department.
IN CONCLUSION

- Please download this Power Point to your desktop and retain for future reference.

- The PDF Staff Emergency form will be emailed to you. Fill it out and keep it at your site. Do not send it into the office. We can see it in Abra from your AWC account.

- The Staff Vendor List will be emailed to you.

- The Program Roster will continue to be emailed to all field staff as updates are entered.