



RAY DEARAWAY, PURCHASING AGENT

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DATE: 8/31/18

TO: Administrators, Supervisors, and Staff Members

RE: Updated Price Chopper Information and New Procedure

I would like to review the new Price Chopper process starting with the 2018-2019 school year. All individual Price Chopper cards are no longer valid. There will only be three (3) types of Price Chopper purchases: curriculum, Title I Grants purchases for parent engagement/education allowed light refreshments, and pre-approved dollar amounts for move-up and graduation ceremonies.

For Title I Grants purchases for parent engagement/education allowed light refreshments a staff member must first initiate an encumbrance purchase order for Price Chopper. After they receive the purchase order they need to send an e-mail to the Purchasing Agent with "Price Chopper Card request" in the subject line. The Purchasing Agent will send the Price Chopper Card (that can only be used for that purchase) via interoffice mail. They can then go to Price Chopper and get what they need. *On the next business day*, they need to send three (3) things back to the Purchasing Agent: a store receipt, the Price Chopper card, and a signed Receiver's copy. There will be only one (1) card for the Grants Department so it crucial that these cards get back to the Purchasing Agent the next business day.

For curriculum purchases, a staff member must first initiate an encumbrance purchase order for Price Chopper. After they receive the purchase order they need to request the Price Chopper card from the principal of the building. They can then go to Price Chopper and get what they need. *On the next business day*, they need to send three (3) things back to the Principal: a store receipt, the Price Chopper card, and a signed Receiver's copy. It is the Principals responsibility to get these things back to the purchasing department for payment. There will be only one (1) card for each school so it crucial that these cards get back to the Principal next business day.

For pre-approved dollar amount purchases for move-up and graduation ceremonies it will be the responsibility of the school principal/support staff to initiate an encumbrance PO in the name of the principal for the pre-approved amount. There will be no card. This will be a reimbursement. After a purchase is made a copy of the receipt and a signed Receiver's copy form need to be sent to the Purchasing Department as per protocol.

As a reminder: only food items should be purchased at Price Chopper. Items like batteries, wipes and other non-food items must be purchased through other vendors

If you have any questions regarding this procedure, please don't hesitate to contact me.