SHOPPING PURCHASE ORDERS

What is a Shopping P.O.? A S	hopping Purchase Order	r is issued for certair	n vendors that will	accept a Purchase
Order (P.O.) instead of a credit of	ard to purchase material	is at local stores. The	ese can only be us	sed at certain stores

SUPPLIES AND INCENTIVES TO BE PURCHASED ON AN AS-NEEDED BASIS THROUGH MAY 31, 20___. NOT TO EXCEED AMOUNT ON PURCHASE ORDER; FOR SCHOOL DISTRICT BUSINESS ONLY, NOT TO BE USED FOR ALCOHOL, TOBACCO, FURNITURE, EQUIPMENT, CHEMICALS, GIFT CARDS, TECHNOLOGY, ELECTRONICS, SOFTWARE, OR PERSONAL ITEMS. THIS P.O. IS VALID FOR MULTIPLE USES ONLY THROUGH THE DATE LISTED ABOVE AND NOT TO EXCEED THE TOTAL P.O. AMOUNT. PURCHASE ORDER ONLY TO BE USED BY THE FOLLOWING AUTHORIZED STAFF MEMBER(S):

. ITEMIZED RECEIPTS FOR EACH PURCHASE ARE REQUIRED FOR PAYMENT.

SIGNED, ITEMIZED RECEIPTS FOR EACH PURCHASE ARE REQUIRED FOR PAYMENT. PLEASE SUBMIT TO linvoices@cajonvalley.net WITHIN 24 HOURS OF SHOPPING.

If you have any questions, please contact Paige Hokenson in the Purchasing Department at hokensonp@cajonvalley.net, or call ext. 4866.

SHOPPING PURCHASE ORDER VENDOR LISTING