

SHOPPING PURCHASE ORDERS

What is a Shopping P.O.? A Shopping Purchase Order is issued for certain vendors that will accept a Purchase Order (P.O.) instead of a credit card to purchase materials at local stores. These can only be used 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
INVOICES@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**