

## PROCESS FOR SHOPPING AT COSTCO

1. You must put a PO into Skyward. It's a one-time Blanket PO.
2. Once PO is approved you can take it to Costco.
3. Go to the customer service booth beside the food court. Ask for a **Manager**. Show them the PO.
4. The **Manager** will start filling out the PO purchase form.
5. Go do your shopping.
6. **Do not go to a check out register.** The **Manager** is the only one who can check you out at a specific register.
7. The **Manager** will give you a copy of the register receipt.
8. When you are back at the district send the original receipt to AP.
9. Receive the amount that you spent and in the receiving comments put close PO.