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 that have agreed to accept them. Attached is a list of the participating vendors. These P.O.s allow employees to shop for materials without using their personal funds. This is the recommended method to use if teachers need to go directly to a store to select their own supplies.

How do I request a Shopping P.O.? To request a Shopping P.O, the office staff needs to submit a Purchasing requisition for a participating vendor at least 1-2 weeks in advance of needing the Shopping P.O. There are 2 options available for Shopping P.O.'s specified below and the requisition is to be formatted for the requested option.

How Will I Receive the Shopping P.O.? After the requisition has gone through all the appropriate approvals, the Purchasing Department will generate a P.O.. Purchasing will send the P.O. to the site via district mail, ***except for Safeway/Vons.*** For this vendor, the requester will need to come to Purchasing to pick up the Purchase Order along with a Vons Card to use. The card must be returned to Purchasing within 24 hours after use. Do not send the card via district mail.

How do I Use the Shopping P.O.? Go to the store listed on the purchase order and shop as usual, being careful not to exceed the total listed on the P.O. (note: totals include sales tax). At checkout, show the P.O. to the cashier instead of paying by cash or card. They will need to reference the P.O. # and/or account # listed on the P.O. For multiple use P.O.'s, you will need to make multiple copies of the P.O. in advance in case the store keeps a copy at each shopping trip. Signed, itemized receipt (s) must be emailed to invoices@cajonvalley.net within 24 hours after shopping. Failure to submit receipts within 24 hours will result in non-payment to the vendor and may cause the vendor to decline all District PO's.
REPEATED FAILURE TO SUBMIT RECEIPTS WILL RESULT IN THE CANCELLATION OF SHOPPING P.O. PRIVILEGES.

Option 1: One-Time Use Shopping P.O. A one-time use Shopping P.O. cannot be used more than once. Designate a "Not to exceed" amount on the purchasing requisition for the one-time shopping trip. The budget will only be charged for the actual amount spent, and cannot exceed the P.O. amount, including tax. For the one-time use option, the P.O will expire one month from date of issue or the date specified on the P.O. (at the end of the school year or near holiday breaks less time will be provided). Please be aware of this ***expiration date***, and complete your shopping within that time period.

Please designate "Shopping PO – 1 Time Use" in the Project Field and paste the following template into the description field of the requisition. Be sure to fill in the staff name(s).

SUPPLIES AND INCENTIVES 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. PURCHASE ORDER EXPIRES AND WILL BE VOID ONE (1) MONTH FROM DATE OF ISSUE UNLESS OTHERWISE INDICATED THIS P.O. IS VALID FOR ONE-TIME USE ONLY. PURCHASE ORDER ONLY TO BE USED BY THE FOLLOWING AUTHORIZED STAFF MEMBER (S): _____. ITEMIZED RECEIPT IS REQUIRED FOR PAYMENT.

Option 2: Open Shopping P.O. for Multiple Shopping Trips: A multiple use shopping P.O. can be used for multiple shopping trips during a designated time period, to be completed at least 1 week prior to end of school year. Designate a "Not to exceed" amount on the purchasing requisition for the total of all purchases. The budget will only be charged for the actual amount spent after each purchase, and the total of all receipts cannot exceed the P.O. amount. The site or department will be responsible for tracking the expenses to ensure the amount is not exceeded. It is not the vendor's responsibility to keep track of the ongoing total spent.

Please designate "Shopping PO – Multiple Use" in the Project Field, and paste the following template into the description field of our requisition. Be sure to fill in the staff name (s) and the correct year.

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 Claudia Urueta in the Purchasing Department at uruetac@cajonvalley.net, or call ext. 4866.

SHOPPING PURCHASE ORDER
VENDOR LISTING

The vendors listed below have agreed to accept District Shopping Purchase Orders (P.O.s). Note: some stores do not accept P.O.s at all locations. If there is a store not listed that you would like to shop at you may call and ask them if they will accept a shopping P.O. If so, Purchasing will set them up accordingly. Make an internal note on the requisition along with the contact information for the person you spoke to. Please call Claudia Urueta in Purchasing at extension 4866 if you have any questions.

Barnes & Noble
Any San Diego Location

El Cajon Sew & Vac
1077 Broadway, El Cajon

Home Depot
(must checkout at Pro Desk Counter)
298 Fletcher Pkwy, El Cajon

Lakeshore Learning Materials
Any San Diego Location

Smart & Final
Any San Diego Location

- **Note:** All shopping must take place Monday-Friday, 7:00 a.m. – 6:00 p.m. when their business office is open