

Attach *signed* receipt here, or packing slip for catalog order.

EAST MISSOURI ACTION AGENCY HEAD START
 P.O. BOX N, 107 INDUSTRIAL DRIVE, PARK HILLS, MO 63601
 "AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER"

PURCHASE NOTICE

NOTES

- a) Sign receipt. The person who does the purchasing must sign the receipt.
- b) Enter only one receipt per Purchase Notice.
- c) Turn in receipts for returned items even if the original purchase is the same price.
- d) Receipts must be under \$500.
- e) If a receipt 1) is illegible, or 2) does not make clear what the items are, write out.
- f) Tax exempt letter. If necessary, show a store our EMAA tax exempt letter so that you do not have to pay sales tax.
- g) On yard sale items include a piece of paper (receipt) with date, name, address, itemized items and *signature* of seller.
- h) Catalog orders
 - 1) Call the Education Specialist for account number if you do not already have it.
 - 2) Ship to: *your address*
 Bill to: East Missouri Action Agency, Inc.
 HEAD START, PO Box N, Park Hills, MO 63601
 - 3) Send Purchase Notice and packing slip in immediately upon receiving items so that we can pay the business.

Comments: _____

Purchased by: _____

Date of purchase: _____

Name of payee: _____

FOR: ___ REIMBURSEMENT or ___ CHECK IN ADVANCE:
 What is the address of the recipient?

- FOR CATALOG ORDERS:
- 1) Date received: _____
 - 2) Checked in by: _____
 - 3) *Attach packing slip*

BUDGET EXPENDITURES AND APPROVALS			
For items of less than \$500			
Department	_____ HEAD START _____		
Program	_____ BASIC _____		
Site Manager approval	_____		
Central Office approval	_____		
Dept. or Asst. Dept. Head approval	_____		
Check category	Enter: LOC ID #	Amount	
___ Supplies – Education	225 6190 130 300	___	\$ _____
___ Supplies – Transition	225 6195 130 300	___	\$ _____
___ Supplies – Diversity <small>(disabilites/English language learners)</small>	225 6210 130 300	___ 160	\$ _____
___ Supplies – Cleaning <small>(for the classroom)</small>	225 6220 130 300	___	\$ _____
___ Supplies – Field Trips	225 6190 240 300	___	\$ _____
___ Parent Activity	225 8200 130 800	___	\$ _____
___ Community <small>(recruitment/kindergarten)</small>	225 8200 130 810	___	\$ _____
___ Volunteer Appreciation	225 8200 130 830	___	\$ _____
___ Parent Events <small>(opem house/first parent meeting)</small>	225 8200 130 820	___	\$ _____
___ Donated money	913 6190 130 300	___	\$ _____
___ Health supplies	225 6270 130 300	___ 160	\$ _____
___ Laundry	225 6215 130 300	___ 160	\$ _____

EMAA is a not-for-profit tax exempt corporation.
 Revised January 2008