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 $2000.
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 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 308, Park Hills, MO 63601
   3) Send Purchase Notice and packing slip in immediately upon receiving items so that we can pay the business.

Comments:____________________________________
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EMAA is a not-for-profit tax exempt corporation.
Revised January 2023