

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



EAST MISSOURI ACTION AGENCY, Inc.

Head Start

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 \$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 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 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: _____

AP# _____
 CC# _____

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 \$3500

Department _____ **HEAD START** _____

Program _____ **BASIC** _____

Site Manager approval _____

Central Office approval _____

Dept. or Asst. Dept. Head approval _____

Check category		LOC ID #	Amount
___ Supplies – Education	225 6190 130 300	2024	\$ _____
___ Supplies – Transition	225 6195 130 300	2024	\$ _____
___ Supplies – Diversity (Disabilities/English language learners)	225 6210 130 300	<u>160</u> 2024	\$ _____
___ Supplies – Field Trip (for the classroom)	225 6190 130 340	2024	\$ _____
___ Parent Activity	225 8200 130 800	2024	\$ _____
___ Community (recruitment/kindergarten)	225 8200 130 810	2024	\$ _____
___ Volunteer Appreciation	225 8200 130 830	2024	\$ _____
___ Parent Events (open house/first parent meeting)	225 8200 130 820	2024	\$ _____
___ Donated money	913 6190 130 300	2024	\$ _____
___ Health supplies	225 6270 130 300	<u>160</u> 2024	\$ _____
___ Laundry	225 6215 130 300	<u>160</u> 2024	\$ _____
___ Maintenance/Premises	225 6410 130 240	2024	\$ _____
___ Office	225 6180 130 300	<u>160</u> 2024	\$ _____

EMA is a not-for-profit tax exempt corporation.