

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

**EAST MISSOURI ACTION AGENCY
HEAD START**

P.O. BOX 308, 403 PARKWAY DRIVE
PARK HILLS, MO 63601
"AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER"

CACFP PURCHASE NOTICE

NOTES

- a) Sign receipt. The person who does the purchasing must sign the receipt.
- b) Receipts must be under \$2000.
- c) If a receipt 1) is illegible, or 2) does not make clear what the items are, write out.

Purchased by: _____

Date of purchase: _____

Name of business: _____

If applicable, What is address of the recipient?

Comments: _____

BUDGET EXPENDITURES AND APPROVALS

For items of less than \$2000

Department _____ HEAD START _____

Program _____ CACFP _____

Site Manager approval _____

Central Office approval _____

Dept. or Asst. Dept. Head approval _____

CODE—Site Manager

Check category Enter: LOC ID # Amount

___ CACFP Food 227 6770 130 240 _____ \$ _____

___ CACFP Non-Food 227 6200 130 300 _____ \$ _____

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

Revised August 2010

