 **SYRACUSE CITY SCHOOL DISTRICT**

Accounts Payable Department Jaime Alicea

*725 Harrison Street• Syracuse, NY 13210 Superintendent of Schools*

*Phone 315•435•4840• Fax 315•435•4190*

**PROCEDURES FOR USING DISTRICT WEGMANS CARD**

* Wegmans Shoppers Club cards can be picked up from Pat Hellinger, Accounts Receivable at Central Office ext. 4840.
* You will receive a PIN # with the card. **DO NOT CHANGE THE PIN #.** If you forget or lose the PIN #, contact Pat Hellinger at ext. 4840 or Bess Lyon at ext. 4832.
* The Shoppers Club cards should only be used for **food** items and products relating to serving the food (napkins, plates, cups, cutlery, etc.). If you are unsure if an item is allowed, please contact Pat Hellinger at ext. 4840 or Bess Lyon at ext. 4832.

**Do not purchase: school supplies, coffee makers, gift cards, flowers, plants, wrapping paper, greeting cards, note cards, alcoholic beverages, tobacco products or lottery tickets.**

**A person who purchases non-allowable item(s) is required to reimburse the District for the cost of the non-allowable item(s) IMMEDIATELY upon notification of disallowance.**

* The SCSD card will receive all applicable store discounts. Do not scan your personal Shoppers Club Card when using the SCSD card.
* Do not leave the store without the original receipt.
* **Submit original receipt and Wegmans Shopper Card Form within 48 hours to Accounts Payable**

Receipt should include:

Purchaser signature (on physical receipt)

Date

Reason for purchase (10th gr celebration, staff meeting, etc.)

Date of event (if applicable)

PO Number

Catering Order (if applicable)

**Budget approver signature (this cannot be the same as the purchaser)**

**\*(This is the person who has authority over the budget. ex. Principal, Vice Principal, etc.)**

* To check the balance on your card or report a lost or stolen card: Call 1-800-934-6267 choose option 3.

* Cards should be returned to Pat Hellinger or Bess Lyon at Central Office when the balance is $0 or the program ends (PO expiration date).