***Wegmans Shopper Card***

****

**DO NOT PURCHASE:**

**Attach Receipt Here**

**Gift cards, flowers, plants, wrapping paper, note cards, school supplies, alcoholic beverages, tobacco products coffee makers or lottery tickets**

**Step #1 Purchase Information Required**

Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PO#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***REMINDER: DO NOT PURCHASE***

* Gift cards
* Flowers
* Plants
* Wrapping paper
* Note cards
* School supplies
* Alcoholic beverages
* Tobacco products
* Lottery tickets

Date of Purchase: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Purchase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget**

**Approver**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step #2 Purchaser Signs Front of Receipt**

**Step #3 Attach Original Receipt**

**To this Form**

**Step #4 Attach Catering Order**

**(if applicable)**

**Step #5 Mail Within 48 Hours to:**

***Accounts Payable***

***Central Office***