

**FULLERTON SCHOOL DISTRICT**  
***BUSINESS SERVICES DIVISION***

**Date:** August 14, 2006

**To:** Principals, Office Managers & Clerks

**From:** Ron Mullins  
Supervisor of Purchasing and Stores

**Subject:** **Costco Wholesale & Staples Purchase Orders**

Please remember to make a copy of your purchase order **each and every time** you go to Costco Wholesale or Staples. They will need to see your purchase order at the time of purchase.

Also, remember to **turn in your receipts** to Accounts Payable as soon as possible after making your purchase.

If you have any questions about this procedure, please contact me at ext. 846.