

KROGER CARD PURCHASES THROUGH MUNIS

****All Kroger card requests **MUST** be sent to Eddie Muns to be approved****

- A Requisition to Purchase form must be completed by the sponsor requesting purchase, approved by the principal, AND a PO number assigned **before** anyone is authorized to shop.
- Bookkeeper/Order receiving Clerk will use the sponsor's approved Requisition to Purchase Form to enter the Requisition into MUNIS for Purchasing's approval.
 - Follow all spending guidelines and grant guidelines.
 - Do not purchase items that are on another JCPS bid.
 - Chemical purchases are **not** an allowable expense at Kroger (bleach, cleaning chemicals, etc.)
 - List out everything you plan to purchase on the requisition—if items are for a class "experiment" you must specify how these ingredients are needed and what the educational purpose is for the experiment.
- Food and paper (supply) items must be entered as two separate line items using the appropriate commodity codes and MUNIS object codes (Refer to the Kroger Bid Tabulation).
- Once your requisition has been converted into a Purchase Order, notify the sponsor that the purchase has been approved.

- Sponsor will need to check-out the Kroger Card, complete the credit card log, and pick up a tax exemption certificate from the bookkeeper. Sponsor must notify the cashier of tax exemption before the transaction (provide them with the tax exempt form and complete the sheet on the clipboard provided by Kroger).
 - **Never** pay sales tax—if sales tax was applied, it needs to be corrected by the customer service desk.

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- The sponsor will need to make sure they bring back the Kroger Card (record in credit card log) with the original receipt to hand into the Bookkeeper/Order Receiving Clerk.
- Complete the online receiving in MUNIS.
- Attach the original receipt to the Kroger Payment Form (available on the School Finance Resources Website), & scan a copy to accountspayable@jefferson.kyschools.us.
 - Hold your Kroger Payment Form until the statement is received. Once the statement is received, send your Kroger payment form **with** the statement to the email above.
 - Payment is made from the statement, not the receipt!
 - Make sure you separate the food items from the supply items on the Kroger payment form. Example below:

Request for Payment to Kroger

Cost Center Name: Bellewood

Date: 6/4/19

PO#: 1931554

And, if applicable,
Account #: _____

Amount: 104.34 Line 1: \$92.87
Line 2: \$11.47

Reason for Purchase:
Student fifth grade graduation
Celebration date 6/4/19

Approved For Payment
JUN 12 2019

BY Elaine Huddleston COMPLETED

Please copy your receipt for purchase to the right and fax your completed form to Accounts Payable at 485-7036; **do not** remove information such as the register, transaction or invoice numbers from the original receipt for purchase. Keep the original form and receipt for your records.

**** Originals must be retained for auditing**

Fresh food. Low prices.

9501 Westport Rd.
(502) 425-0065
Your Cashier was Regina

SC	KRO DILK SHERBET	PC	2.50	F
SC	KROGER SAVINGS		0.29	
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SL	KRO DILK SHERBET	PC	2.50	F
SL	KROGER SAVINGS		0.29	
	KRO FLOW CUP		2.99	F
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	KRO FLOW CUP		2.99	F
1 4 375 00	CANADA DRY		1.67	B
SC	19 thread 21 #14		0.79	B
1 4 375 00	CANADA DRY		1.67	B
SC	19 thread 21 #14		0.79	B
1 4 375 00	CANADA DRY		1.66	B
SC	19 thread 21 #14		0.78	B
1 4 375 00	CANADA DRY		1.67	B
SC	19 thread 21 #14		0.79	B
SC	19 thread 21 #14		0.79	B
SC	KROGER SAVINGS		0.49	
	KRO FIBERED WATER		3.69	F
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	NSGL SOFT CRK		41.95	F
	DAIRY CUPCAKE		14.95	F