

**Area:** Fiscal Systems

**Subject:** FS10 - Grocery Receipts

**Reference:**

**Policy:** Grocery Receipts

**Procedure:**

1. Grocery receipt original and copies are submitted by all centers to their CDS II for review and initials. These are submitted at the end of each month. Receipts are initialed by purchaser.
2. The CDS II indicates what program to charge receipts to and submits to Receptionist after reviewing / initialing them.
3. Receptionist forward originals to the Business Office. Receptionist forwards copies to Program Support Secretary. Copies are then filed in Purchase Order binder by program under appropriate center by date, most recent on top. Separate custodial, food and kitchen purchase orders exist for each center.

**Supervised by:** Director II, Director I, Child Development Supervisor II

**Performed by:** Child Development Supervisor II, Center Supervisor

**Forms needed:** None

**Frequency:** Ongoing