

GIVING GIFTS TO THE NEEDY – REQUIREMENTS

Gift Cards For Families



PURCHASE ORDER REQUEST	CASH ENVELOPE REQUEST
*Do not request Purchase Order see cash envelope instructions.	*Send paper requisition along with club & stucco minutes to the StuAct Dept. Vendor Name should be employee. List Store(s) that you will be purchasing the gift cards. Wait for check to arrive before shopping.
	*Copy gift cards front & back.
	*Person receiving gift card needs to print name, sign, and date on the gift card copy. If not able to get recipient signature, then the name of recipient needs to be written along with the reason for the gift card (i.e. needy family Christmas gift, etc.)
	*Receipt should be itemized and listing vendor name. Date of purchase and amount needs to be circled . All receipts should be taped on 8x11 sheet of paper. Any unused money deposit at your school; elementary secretary or Jr High/High school bookstore.
	*Sign and complete cash envelope, listing stores and amount(s). Include deposit receipt (if applicable). Return by due date.

Gift Baskets and/or Other Gifts for Families



PURCHASE ORDER REQUEST	CASH ENVELOPE REQUEST
*Enter request in visions. Upload paper requisition along with club & stucco minutes. Wait for PO before shopping.	*Request only if the store is local and does not accept purchase orders. List store(s) that you will be shopping at. Send Paper requisition to the StuAct Dept. along with club & Stucco Minutes. Wait for check to arrive before shopping.
*Receipt(s) should be itemized and listing vendor name. Date of purchase and amount needs to be circled . All receipts should be taped on 8x11 sheet of paper.	*Receipt(s) should be itemized and listing vendor name. Date of purchase and amount needs to be circled . All receipts should be taped on 8x11 sheet of paper.
*Sign receipt(s), circle or list PO number and note “please close” or “keep open” if continuing to use that PO for the purpose requested.	*Sign receipt(s) and complete the cash envelope listing store(s) and amounts. Any unused monies deposit at your school; elementary secretary or Jr High/High school bookstore. Don’t forget to sign your cash envelope.
*Submit your receipts as soon as possible, failure to do so may put MPS District on a credit hold.	*Return cash envelope to the StuAct Dept by due date.
It’s a good idea to note on the receipt(s) what gifts are for (i.e. breakfast w/Santa family etc.) Recipients DO NOT need to sign for gifts received.	

Salvation Army Christmas Angels



ANGEL TREE

PURCHASE ORDER REQUEST	CASH ENVELOPE REQUEST
*Enter request in visions. Upload paper requisition along with club & stucco minutes. Wait for PO before shopping.	*Request only if the store is local and does not accept purchase orders. List store(s) that you will be shopping at. Send Paper requisition to the StuAct Dept. along with club & Stucco Minutes. Wait for check to arrive before shopping.
*Copy all Angel Tags and send with vendor receipts.	*Copy all Angel Tags and send with vendor receipts.
*Receipt(s) should be itemized and listing vendor name. Date of purchase and amount needs to be circled . All receipts should be taped on 8x11 sheet of paper.	*Receipt(s) should be itemized and listing vendor name. Date of purchase and amount needs to be circled . All receipts should be taped on 8x11 sheet of paper.
*Sign receipt(s), circle or list PO number and note “please close” or “keep open” if continuing to use that PO for the purpose requested.	*Sign receipt(s) and complete the cash envelope listing store(s) and amounts. Any unused monies deposit at your school; elementary secretary or Jr High/High school bookstore. Don’t forget to sign your cash envelope.
*Submit your receipts as soon as possible, failure to do so may put MPS District on a credit hold.	*Return cash envelope to the StuAct Dept by due date.
If donating purchased goods to the Salvation Army, receipts MUST contain the following information: *Donors Name (this includes BOTH the school name AND the club name, *Donor’s Address (Use your school address), *Angel Code number , *Gender of child receiving gift, *Number of items being donated, *Value of donated items, *Date items were donated.	

*****Reminder, MPS Employees are not eligible to receive these types of gifts*****