

2021/2022

CAPE - COMMUNITY ALLIANCE FOR PROGRESSIVE EDUCATION
PURCHASE ORDER INSTRUCTIONS FOR AT HOME ELECTIVES ONLY:

FOLLOW THESE STEPS TO CREATE A PURCHASE ORDER FOR YOUR CHILD/STUDENT:

1. **Open the Purchase Order Form. CLICK ON THE LINK BELOW:**

CAPE PURCHASE ORDER

*A screen will come up that asks, would you like to make a copy of the CAPE Purchase Order? **“CLICK” - make a copy***

2. **IMMEDIATELY** change the name in the title from **“COPY of CAPE Purchase Order”** to your Child's/Students name, class and date in the **TITLE SECTION** in the upper left hand corner of the document. For example: **John Doe - Art Class - 9/24/21**

****Please note: Each time you create a New Purchase Order form, it has to have a new name so that it does not override previous forms.** If you are creating multiple PO's on the same day for the same class you will need to add a number to them to keep from writing over previous PO's submitted. (For example: **01 John Doe Art Class 8/24/21** followed by **02 John Doe Art Class 8/24/21** and so on).

3. After you RENAME your document, **fill in the current date** in the field on the right side of the page.
4. Then Add the **Students Name and Class** on the left. **TO HELP REDUCE THE NUMBER OF PO's you have to submit especially for LARGE families, YOU CAN SIMPLY PUT YOUR FAMILY NAME on the PO. For example THE “JOHN DOE FAMILY FUND. This will help reduce the number of PO's your family has to submit. CAPE WILL THEN REDUCE YOUR FUNDING FROM YOUR ENTIRE FAMILY BUDGET not each individual childs.**
5. ALSO, IF YOU ARE GETTING REIMBURSED FOR A PO THAT HAS ALREADY BEEN APPROVED PLEASE make sure it says **YES - “THIS IS A REIMBURSEMENT”**. **Also, please fill in the name of the person that is getting reimbursed and the address CAPE should send the check to.**
 - a. NAME - Joe Smith
 - b. ADDRESS - 123 Easy Street, Hancock, MI 49930
6. Start populating the PO form with your order details: **(MAKE SURE ONLY ONE VENDOR per PO- unless it is a reimbursement. Do not put Amazon and Walmart on one PO - if CAPE is going to be making the purchase for your family. EACH Vendor will need to have its own separate PO.**
*** If it is a reimbursement you can add multiple vendors or receipts from purchases made on one PO, as long as the reimbursement check is only going to one person.)**
 - a. Add your quantity amount
 - b. Item # (if it exists)
 - c. Copy and paste description from website or add your own detailed description
 - d. Enter the hyperlink to product, or local company name, or vendor that is teaching lessons
 - e. Add price

- f. Total up price
- g. If tax or shipping add those totals in correct field as well

ALSO, the preferred vendor is AMAZON. Please use the link below.

Your unique charity link: <https://smile.amazon.com/ch/46-1480401>

- 7. Review your order before sending to make sure all information is correct.
- 8. At the top right of the document click the blue "SHARE" button and share with ordersforcape@gmail.com.

PLEASE NOTE: Once purchase orders are sent in, DO NOT EDIT THEM. If something was forgotten, it will need a new purchase order form.

Please call Tanya Sajdak at # 906-231-7270 if you have any questions.

THANK YOU!!