

## WAL-MART ONLINE ORDERING

St Lucie Public Schools allows online ordering thru Wal-mart.com. Schools/Departments must follow the below procedure to purchase from Walmart.com.

Schools/Departments may also continue to use internal account checks (in store) and purchase order (in store).

1. All purchases using grant funds require prior approval (Title I, Grants, etc).  
Schools/Departments must have the grant administrator's approval in writing (and kept for back-up).
  - a. Schools/Departments are required to send a list of items to the grant administrator (via email).
  - b. Once the approval is given, the email must be retained and filed/sent with all receipts and back-up for the purchase.
2. Prior to shopping online, schools will have to setup an account. Wal-mart allows organizations to order using their tax exempt status, but has to be done ahead of time. Please see their website for more details on how to setup tax exempt:  
<https://www.walmart.com/taxexempt/>
3. Schools/Departments will browse thru Walmart.com (or the Walmart grocery site) and add allowable items to their shopping cart. All policies and procedures still apply to purchases.
4. Schools/Departments may utilize the District Pcard to purchase items on the Walmart website. This ONLY applies to the Walmart website.
5. Schools/Departments will designate a person to pick-up the items or have items delivered (if the shipping cost is reasonable and available). Schools/Departments may not pay for any tips.
6. Once the order is complete, a detailed print out must be kept of the items ordered.
7. Schools/Departments will send someone to the store to pick-up the order. The items MUST match the items ordered. The receipt/pick-up ticket must be returned to the Bookkeeper (or Secretary) to reconcile. If shipped, packing slip should match items ordered.

8. All back-up for Walmart Pcard charges (including grant administrator approval) must be sent to the School/Department Accounts Payable contact no later than 7 business days after the purchase.
9. Failure to obtain approval and/or provide proper receipts and back-up will disqualify the school/department from utilizing the Walmart online ordering.