

**** INSTRUCTIONS ****

Please complete form in blue pen, check the appropriate box, issue your purchase order, get your supervisor's signature and submit to Mary Habib, Business Office, Administration Building. If you have any questions, please contact Debby Diriwachter at (315) 433-2673 or ddiriwachter@ocmboces.org.

Please check what you would like to do:

<input type="checkbox"/> Add new card	<input type="checkbox"/> New Authorization	<input type="checkbox"/> Re-activate card
Complete all sections	Complete all sections	Complete all sections

Section 1

Employee Complete:

I, _____, certify I understand I am responsible for the
(Print name)

Wegmans cards being issued to me. I will only use these cards for OCM BOCES business. If I choose to give the cards to another OCM BOCES employee, I understand I am still responsible for the safe keeping of the cards. If I lose the cards, I will notify my Supervisor and/or Administrative Assistant and the Business Office immediately. If I leave OCM BOCES employment, I will return the cards to my supervisor.

Signature Date

Section 2

Supervisor Complete:

Be advised the person listed above is authorized to be assigned a Wegmans Credit Card and SCB card. He/she is aware of BOCES purchasing policies. I understand if the person leaves, I am responsible for collecting the cards from the employee.

Employee's Supervisor Signature Date
(Print Name)

Section 3

Complete:

Name on card: OCM- _____
(If new card - use department or grant name associated with card)

Card Number: _____ (Blank, if new card)

Purchase Order #: _____ (Vendor#792300 and SB)

Purchase Order Amount: _____

Person responsible for card: _____

Submit completed Original Form to Mary Habib, Business Office

For Office Use Only:

Approved by Mary Habib _____ Date _____

Card No. Assigned: _____

PO Status: _____ Initials _____ Date _____

Guidelines for a Wegmans

Credit Card (CC) & Shoppers Club for Business (SCB)

- One Wegmans CC and SCB per person – Only 1 person responsible for it
 - Form has to be completed and updated annually.
- Create Purchase Order for Account.
 - Please try to allocate enough funds for the entire school year.
 - Make sure the PO is created in the correct school year.
 - The PO can be an “Open Purchase Order” or item description can be specific to your needs, for instance: Meetings for 2023-2024 (graduation, supplies for classes, food and beverages for program).
 - You can also, put the required information from section 3 on the PO.
 - It takes approximately 24 hours to activate.
- New card(s) are sent to the business office and then forwarded to requestor with an Acknowledgement form to be completed with supervisor and then returned to the Business Office. This could take up to 5 to 10 business days.
- You can only relinquish your cards to your supervisor and/or administrative assistant. Your supervisor will handle setting up the card set up with the new cardholder.
- Accounts are active for one school year at a time. To re-activate an account, complete the Authorization form and email the information to ddiriwachter@ocmboces.org.
- **Check out process for your Wegmans card:**
 1. **Swipe Wegmans Shoppers Club card issued by “BOCES”**
 2. **Swipe Wegmans Credit Card**
- **Do Not use Wegmans Shopper Club for:**
 - Personal Use
 - To buy gift cards, lottery tickets or alcohol
- Follow BOCES purchasing policies.
- Original receipts with no taxes must be turned into Account Payable for payment.

If you encounter problems or have questions, please contact Deb Diriwachter at (315)433-2673 or by email at ddiriwachter@ocmboces.org.