

# Wegmans Card Form

**\*\* INSTRUCTIONS \*\***

Please complete form in blue pen, check the appropriate box, issue your purchase order, get your supervisor's signature and submit to Sheri Kershner, 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:**

**Add new card**

Complete all sections

**New Authorization**

Complete sections 1, 2, &  
In Section 3 - Name on card only

**Re-activate card**

Complete section 3 only

**Section 1**

**Employee Complete:**

I, \_\_\_\_\_, certify I understand I am responsible for the  
(Print name)  
Wegmans card being issued to me. I will only use this card for OCM BOCES business. If I choose to give this card to another OCM BOCES employee, I understand I am still responsible for the safe keeping of the card. If I lose this card, I will notify the Business Office immediately. If I leave OCM BOCES employment, I will return this card to the Business Office before my last day of work.

\_\_\_\_\_  
Signature Date

**Section 2**

**Supervisor Complete:**

Be advised the person listed above is authorized to be assigned a Wegmans card. He/she is aware of BOCES purchasing policies.

\_\_\_\_\_  
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 Sheri Kershner, Business Office**

**For Office Use Only:**

Approved by Sheri Kershner \_\_\_\_\_ Date \_\_\_\_\_

Card No. Assigned: \_\_\_\_\_

PO Status: \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

## Guidelines for a Wegmans Card

- 1 card - 1 person responsible for it
  - 1 form completed on file.
- Only 1 Purchase Order per 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 item description can be specific to your needs, for instance: Meetings for 2013-2014 (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. This could take up to 5 to 10 business days because of the mail.
- If you relinquish your card to another employee, please notify your supervisor or administrative assistant; have them complete the form (check New Authorization, do sections 1 and 2, in section 3 add the name from the card and send completed form to Sheri Kershner in the Business Office).
- Accounts are active for one school year at a time. To re-activate an account complete section 3 or email the information to [ddiriwachter@ocmboces.org](mailto:ddiriwachter@ocmboces.org).
- Check out process for your Wegmans card:
  1. **Swipe Wegmans Shoppers Club card issued by “BOCES”**
  2. Select the **CREDIT** button on the screen
  3. Select the **SC** (Shoppers Card for Business) button on the screen.
  4. Press in your PIN # and then
  5. Select the **ENTER** button on the screen.
- The PIN # is a permanent #, if you have forget your PIN #, it needs to be reset overnight, then the next time you go thru the checkout process, you will be asked for a four-digit PIN. (any # will work except 0000)
  - The PIN # is effective for ALL cards with SAME CARD NUMBER and NAME.
    - For instance OCM-Special School may have 2 cards for 2 instructors with the same account number; they now share the same PIN #
  - The cashier will be helpful in setting up your PIN # if you have problems.
- Do not use your personal Wegmans Shopper Club card.
- Original receipts must be turned into Account Payable for payment.

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