



ESCAMBIA COUNTY PUBLIC SCHOOLS FOUNDATION

Purchase Requests

Policy

- ECPS Foundation Purchase Request Form must be filled out by the Account Manager (Principal, School Department Head, Coach, District Department, or Assigned Designee).
- Purchase Request Forms are used in the event an invoice or purchase can not be paid via check.
- The following purchases are **not allowed**:
 - Personal
 - Cash advances or loans
 - Payroll advances
 - Alcohol
 - Personal entertainment
 - Fuel for personal vehicles
 - Any item inconsistent with the mission and values of the Foundation/Escambia County Public Schools

Procedure

1. A [Purchase Request Form](#) must be submitted 2 business days before the purchase must be made.
2. Fill out purchase request form with the following information:
 - a. School/Department
 - b. Account Manager Phone Number
 - c. Account Name
 - d. Account Number
 - e. Purpose of Purchase
 - f. Brief Description of items being purchased
 - g. Do you have an invoice, invoice with link to pay, Share-A-Cart Code, or Wishlist?
 - i. Invoice- A PDF with instructions of who to call to pay must be uploaded
 - ii. Invoice with link to pay- post the link to pay for the purchase
 - iii. Share-A-Cart Code- Please see instructions for Share-A-Cart on the next page
 - iv. Wishlist-post the link to an Amazon or other retailer wishlist
3. All purchase requests are subject to approval via the Bookkeeper/Program Manager to verify adequate funds in the requested Foundation Account.
4. Once a purchase request has been approved you will be notified via email and given further instructions.

Share-a-Cart Instructions- This can be used to share a cart from select retailers

1. This is the link to download: [Share-a-Cart](#).
2. Once Share-a-Cart is downloaded, click on Google Chrome extensions (the puzzle piece in the top right corner of the google chrome tab, if it can't be found there click the three dots to the right of the search bar and extensions will be listed) and pin it
3. Go to the retailer's site the purchase will be made from and add items to the cart as normal. The Share-a-Cart extension (a shopping cart with an arrow) will light up green.
4. Click on the Share-a-Cart extension once all items have been added to the cart and click create cart ID
5. It will create a code that can be entered on the Purchase Request form

Share-A-Cart Supported Retailers

- AbeBooks
- Academy Sports
- Ace Hardware
- Adorama
- Amazon
- Apple Store
- Barnes & Noble
- Best Buy
- B & H
- BigCommerce
- BJ's
- BSN Sports
- Cascade School Supplies
- Costco
- CVS
- BLICK
- Dick's Sporting Goods
- DigiKey
- Discount School Supply
- Domino's
- eBooks
- eMAG
- Flinn Scientific
- Grubhub
- Guitar Center
- Hobby Lobby
- Home Depot
- Instacart
- JW Pepper
- Kaplan Early Learning Company
- Lakeshore Learning
- LEGO
- Lowe's
- McMaster-Carr
- Mead
- Michaels
- Micro Center
- Nike
- Office Depot
- Oriental Trading
- PrestaShop
- Quill
- REI
- Reverbre
- Sam's Club
- Scholastic
- School Nurse Supply
- School Specialty
- Shopify
- SparkFun
- SquareSpace
- Staples
- Steam
- Stop & Shop
- Target
- Textbooks.com
- Thomann Music
- ThriftBooks
- Teachers Pay Teachers
- ULINE
- Walgreens
- Walmart
- Wayfair
- West Music
- WiX