

Dollar General Purchasing Process

ISD1 • Aitkin Public Schools

REQUISITION/PURCHASE ORDER - Initiate requisition/purchase order through Smart eR selecting “Dollar General Corporation” (vendor 7377). Complete all required fields. Enter an estimated amount for items to be purchased.

APPROVAL - Once the PO has been approved the district office will make copies of your PO with the tax exempt scan code including instructions for the Dollar General Associate.

You will receive 3 copies of the purchase order.

- White copy for the Dollar General.
- Green copy to turn in to Karen Carlson with your receipt.
- Gold copy for your records.

PURCHASE - When you are ready to go to the Dollar General to make your purchase you must pick up the district Charged Sales Card. The Elementary Office will have a card at Rippleside and the District Office will have a card for High School use.

YOU MUST BRING WITH YOU TO DOLLAR GENERAL–

- The Charged Sales Card from Office.
- The Purchase Order with Scan Code.

You will sign a receipt at the register for your purchase.

RETURN CARD – After your purchase has been made please return –

- Charged Sales Card to the Office.
- Green copy of the PO and the receipt to Karen Carlson.