

How to get Food Money for your Center

①

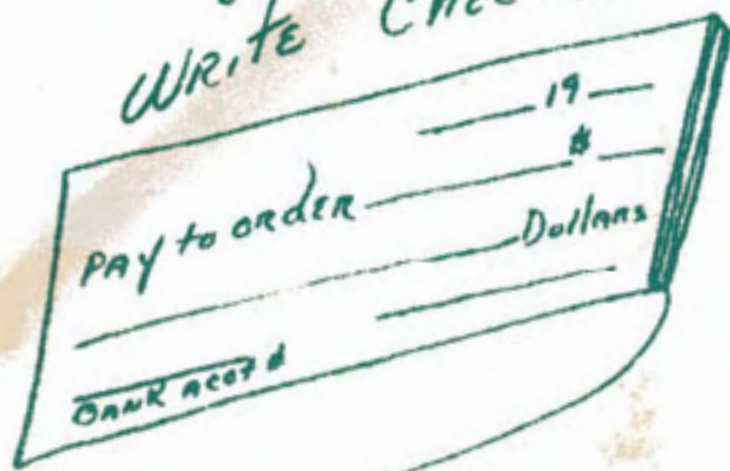


You go to Buy Food for
your Center

Be sure to take your
check book

② At The Store

Write check to Store!



Remember

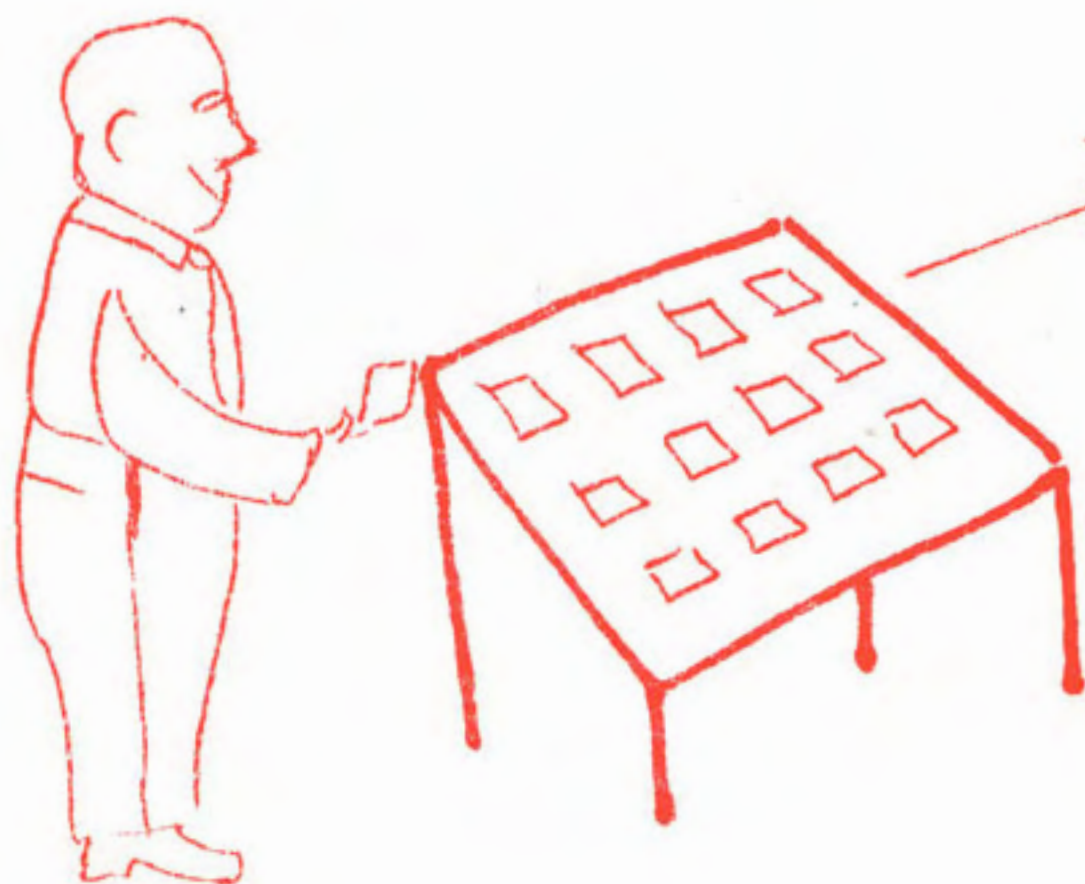
Be sure to get
Receipts Listing
Every Item!

Name of Store	Date
Items	Amount
Meat	\$ 4.00
Bread	
Eggs	
Tom Jones Signature	

Make sure carbon
is between check and copy!

To PREPARE your
Requisition
You Must

(3)



Sort out the
Receipts for each
Check!!!

(4)



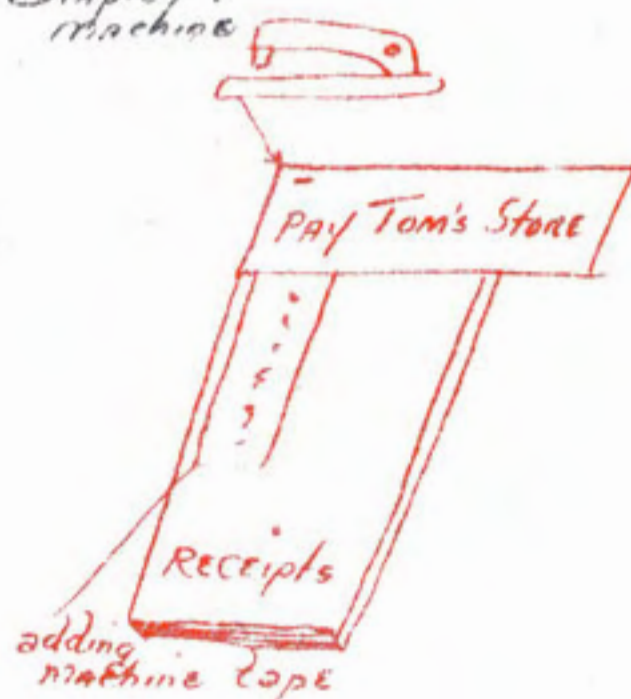
Add up all
items for each
check and staple

The adding machine tape
should be added to
the top of Receipts

For that Check

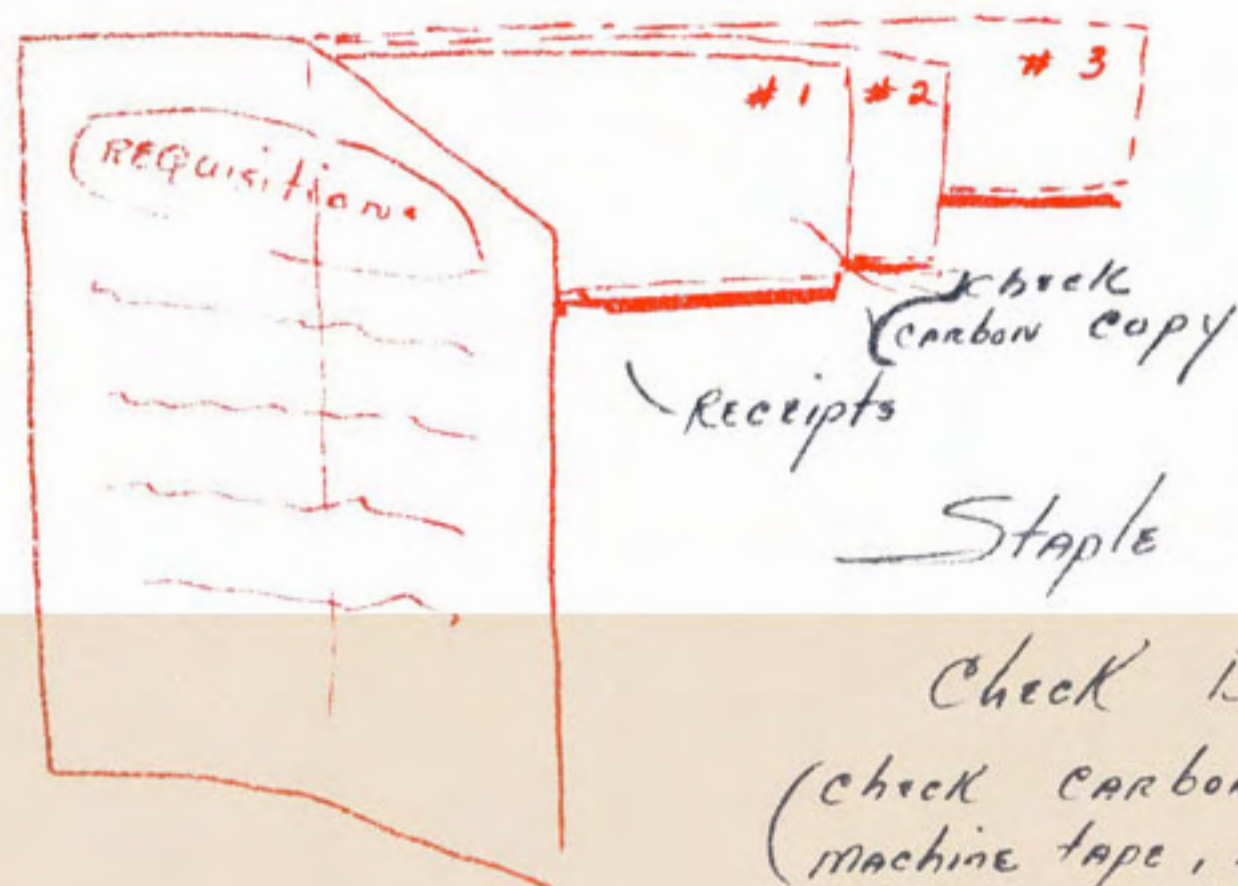
Then

Staple
machine



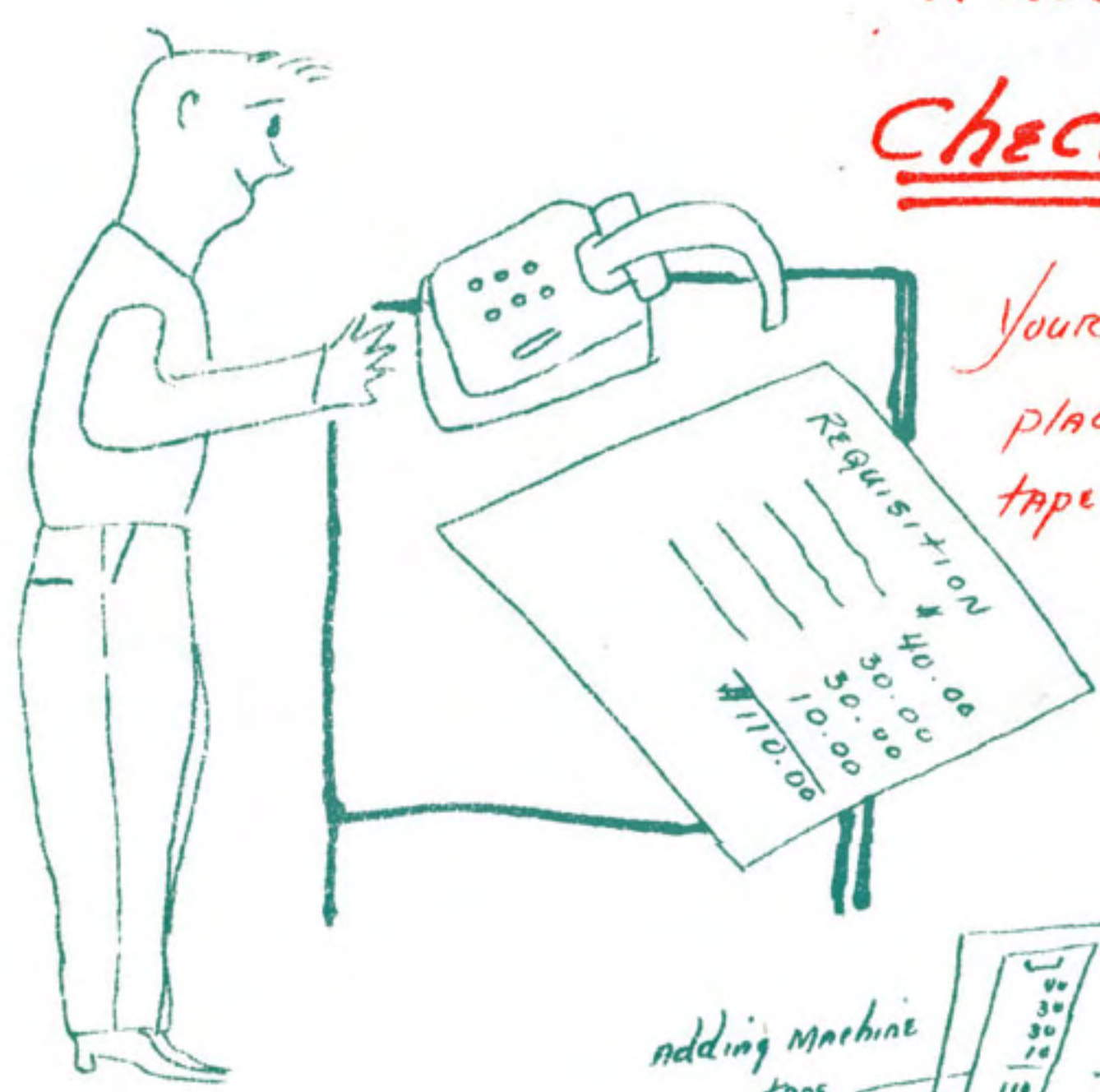
Staple Carbon
Copy of check
on Top of adding
Machine
Tape and Receipts

Always Remember too - - -

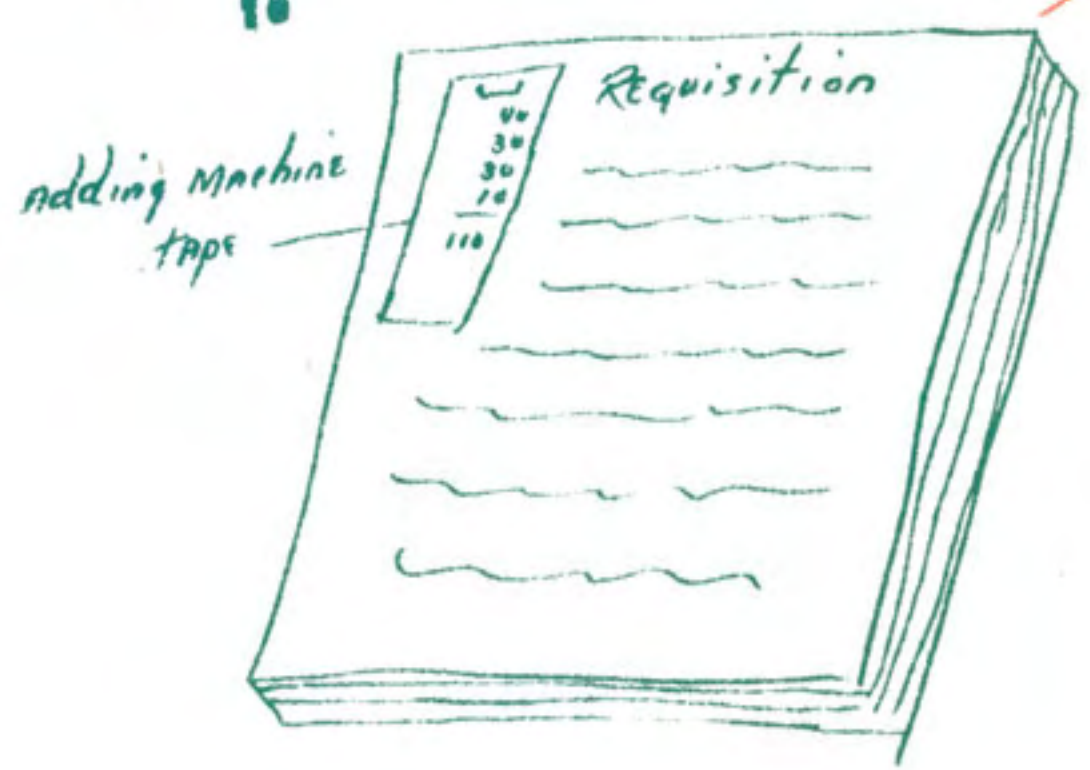


Staple All the
Check Batches
(check carbon copy, adding
machine tape, Receipts)
IN ORDER PLEASE
BEHIND THE
REQUISITION SHEET

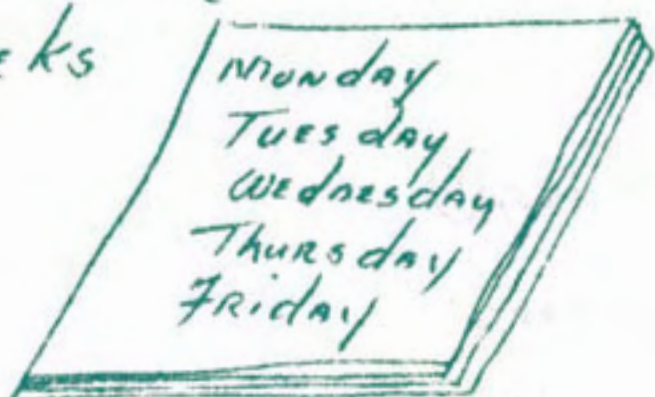
WHEW !!!! you've
Almost Finished — — —
Except you must
Add up ALL
Checks for



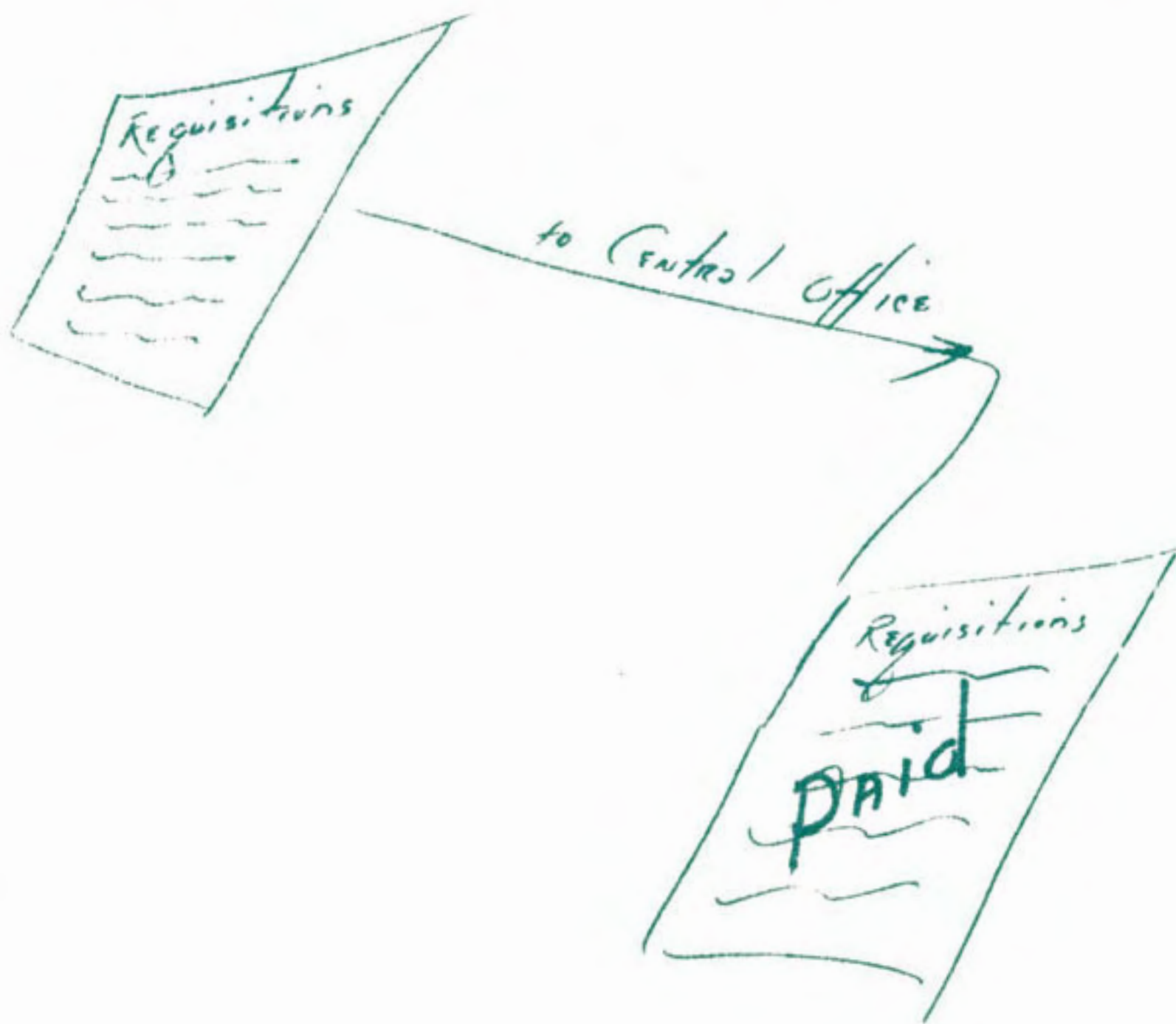
Your Requisition and
place that adding machine
tape on top
of the Requisition
and
check Receipts
on Back

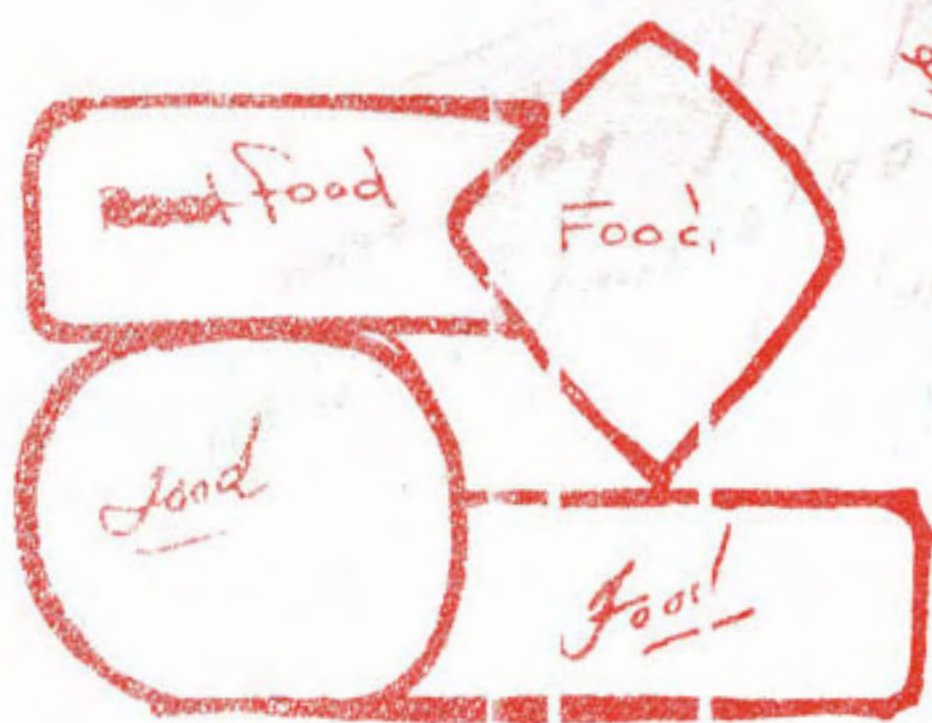


PREPARE your Requisitions when you have
Spent one week's Food money



($\$52.50$ per unit/week)
OR MORE OFTEN. PREPARE them at least
Every week. The more frequently you prepare
them the faster you get your Money.





Have your AREA Administrator

Check your Requisition as soon as you finish it. And Delay means you wait long for your money



Watch you AREA Administrator sign it. (wavy line)

You can learn from his suggestions.
He can not sign it if you don't have
Full, ITEMIZED Receipts for each
check.

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The same day you prepare it
The AREA Administrator should
check it and mail your Requisitions
in to:

C.D.G.M. BUSINESS OFFICE
290 Milner Building
210 South Lamar Street
JACKSON, Mississippi 39201

(He can bring it in if he happens to be coming
to JACKSON anyway.)

Study the sample Requisition
sheet on next page. Fill yours out
like that.

Send us all checks that you make
a mistake on, or which are no good.

**CHILD DEVELOPMENT GROUP
OF
MISSISSIPPI**

210 S. LAMAR - JACKSON, MISSISSIPPI 39201

REQUISITION FOR PAYMENT

CENTER NAME Hone Center	CODES AREA CENTER H H	DATE PREPARED 4/15/66	FOR USE AT CENTRAL OFFICE ONLY
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CHECK No.	DATE	SUPPLIER	PURPOSE AND DESCRIPTION OF EXPENSES	QUAN- TITY	CODE No.	AMOUNT
10	4/11/66	Homers Milk Co.	Purchase of Milk	100	HH	40
11	4/12/66	Hon Grocery Store	Food	100	HH	30
12	4/14/66	Hon Grocery Store	Food	100	HH	30
13	4/15/66	A A P Grocery Store	Food	100	HH	10
PREPARE AFTER JUST A FEW DON'T DELAY WRITE THE NUMBER OF CHILDREN HERE						

REIMBURSEMENT WILL NOT BE MADE UNLESS
PROPER SUPPORTING DOCUMENTS ARE ATTACHED.

TOTAL
TRY TO 130.00

Signature:

(a) **Mary Downs**
Center Coordinator

4/15/66
Date

(a) **John Downs**
Area Administrator

4/15/66
Date

YOUR AREA ADMINISTRATOR
CHECK OVER AND
MAIL THIS THE
SAME DAY YOU
PREPARE IT.

PLEASE DO NOT WRITE BELOW THIS LINE

To be completed by Central Administration:

Approved

Approved

Business Manager

Date

Controller

Date