How to get Food Money for Your Center

You go to Buy Food for Your Center

1. At the Store

Write Check to Store!

- Pay to order
- Signature
- Bank name

Remember

Be Sure to get Receipts Listing Every Item!

Make sure carbon is between check and copy!
To Prepare Your Requisition
You Must

3. Sort out the Receipts for each Check!!!

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 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.
Slave your area administrator
Check your requisition as soon as you finish it. Any delay means you wait longer for your money.

Watch your area administrator sign it.

You can learn from his suggestions. He can not sign it if you don't have full, ITEMIZED receipts for each check.
The same day you prepare it
The Area Administrator should
check it and mail your Requisitions
in to: C.D.G.N. 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.
**CHILE DEVELOPMENT GROUP**
**OF MISSISSIPPI!**
**210 S. LAMAR - JACKSON, MISSISSIPPI 39201**

**REQUISITION FOR PAYMENT**

<table>
<thead>
<tr>
<th>CHECK No.</th>
<th>DATE</th>
<th>SUPPLIER</th>
<th>PURPOSE AND DESCRIPTION OF EXPENSES</th>
<th>QUANTITY</th>
<th>CODE No.</th>
<th>AMOUNT</th>
</tr>
</thead>
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<tr>
<td>10</td>
<td>4/11/66</td>
<td>Homer's Milk Co.</td>
<td>Purchase of Milk</td>
<td>100</td>
<td>HH</td>
<td>40</td>
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<tr>
<td>11</td>
<td>6/12/66</td>
<td>H &amp; H Grocery Stores</td>
<td>Food</td>
<td>100</td>
<td>HH</td>
<td>30</td>
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<tr>
<td>12</td>
<td>4/14/66</td>
<td>H &amp; H Grocery Stores</td>
<td>Food</td>
<td>100</td>
<td>HH</td>
<td>20</td>
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<tr>
<td>13</td>
<td>4/16/66</td>
<td>A &amp; P Grocery Stores</td>
<td>Food</td>
<td>100</td>
<td>HH</td>
<td>10</td>
</tr>
</tbody>
</table>

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

**Signature:**

(a) Mary Downs  
Center Coordinator  
4/15/66

(b) John Downs  
Area Administrator  
4/15/66

**PLEASE DO NOT WRITE BELOW THIS LINE**

To be completed by Central Administration:

Approved

Business Manager  
Date

Approved

Controller  
Date

**FORM NO. D-5-99**