



**Vietnam Veterans of America, Inc.
The Villages Chapter 1036
PO Box 842, Oxford, FL 34484**

Office Supply Purchase POLICY LETTER

The purchasing of office supplies for the chapter is an operating expense line item. All purchases must be made at the following stores:

- **Staples Office**
- **Walmart**

When using Staples please inform the cashier that the purchase is being made for the chapter. They will look-up our account make the sale tax-exempt and apply points to our account for future discounts.

At Walmart you must go to Customer Service and receive a tax-exempt card for the Chapter. This card can be used for all future purchases and no tax will be withheld.

There are no exceptions, all items not purchased at these locations, will be reviewed by the Board for possible payment.

Board Approval **Date: 10-05-2015**_____

Membership Notification **Date: 10-06-2015**_____