

# HOW TO SHOP

1. **Check in** at the front desk **with your PPS ID**, or sign the no ID list.
2. **Receive a shopping list from the front desk volunteer**, who will briefly review the shopping procedures with you.
3. **Fill out the shopping list as you shop**. This will help to ensure quick and easy check out.
4. Shoppers may take up to **30 different types of items per shopping trip** (*example: 5 Binders = 1 of the 30 total items*).

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## PLEASE NOTE

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- Teachers are welcome to **one shopping trip per scheduled week**. This includes use of shopping vouchers.
- **Please respect the shopping schedule (Tues – Thurs 1-7pm)**. Shop only on your week, unless you have a shopping voucher.
- **Student teachers** are asked to shop with their classroom teacher.
- **Please respect the limits**. Limits are created to ensure fair distribution of supplies to all schools.
- Teachers are encouraged to bring their **own boxes and bags for check out**.