

## **CAPITAL ONE/WALMART POLICY**

The Walmart cards have changed to Capital One.

### **WE CAN'T ORDER ONLINE AT WALMART.COM.**

They won't take our Walmart credit cards online with the tax exemption.

The Capital one card and tax exempt card must be checked out in the Superintendent's office.

Walmart will not charge any purchase without a purchase order in hand.

The designated site employee, (if this is how your site principal wants), will go with the Capital One credit card and tax exempt card to pick up the items.

**Be sure to show the checker your tax exempt card BEFORE** they begin checking you out so we won't be charged tax.

Cards should be returned along with the receipt within the same day.

Walmart charges will end by April each year to close out the billing .