



Teacher Supply Card

Ordering from the District Warehouse

Ordering from the District Warehouse with your Teacher Supply Card

To order from the District Warehouse the following steps need to be taken:

1. Minimum order amount is \$10.00. Orders placed for less than the minimum will be cancelled by the Warehouse.
2. Review district warehouse catalog and create an order to be given to your school/department financial secretary.
3. The financial secretary will enter the store issue in QCC.
 - a. Only one teacher's order per store issue.
 - b. Enter "TSC" a space and then the teacher's district email ID (e.g. "sasmith" or "clburns") in the Item Description field. For example "TSC sasmith". The email I.D. will be utilized to find the teacher supply card account information that will be charged.
 - c. The default accounting code for all teacher supply cards that is to be entered is 10-999-FY-5851-1000-0610-000.
4. Before submitting your order, ensure that your Teacher Supply Card has an available balance to cover the total dollar amount of the store issue. This can be checked by accessing your account through the Granite Credit Union webpage or Mobile App. **If there are insufficient funds on the card, the warehouse will cancel the issue and notify the location. The warehouse will not modify the issue to bring it under the available funds.**
5. The store issue will be processed and delivered to your location.
6. Your receipt will be included in your order and should be submitted with your monthly documents.