

HELP A STUDENT FUND PROCESS FOR GLASSES

PO: Partnership Office

Requestor: TPS staff member who completed HASF request.

- STEP 1** HASF Request has been approved.
- STEP 2** PO e-mails approval to requestor.
- STEP 3** Requestor contacts guardian of student
Asks: Does family have current provider?
- **YES:** Requestor gets specific information, including:
 - Vendor name, contact number, eye exam completed (?), and cost.
 - Requestor contacts PO with information. PO may match, supplement, or make full payment. In some cases the PO may refer guardian to seek another vendor depending on the cost. *See list of recommended vendors.*
 - **NO:** PO provides list below for contact. Guardian makes appointment with vendor.
 - Guardian contacts requestor upon completion of appointment. (May include eye exam and glasses selection)
- STEP 4** Requestor calls PO with cost.
- STEP 5** PO contacts vendor and negotiates payment transaction.
- STEP 6** PO contacts requestor. Requestor notifies guardian that payment has been made.
- STEP 7** Guardian makes appointment with vendor to pick up glasses.

NOTE:

- ❖ ***This process must be approved first before any purchases are made. TPS staff does not shop with vendor.***
- ❖ ***This transaction MUST be entered in the Procurement Card Log. (Card 6250)***

RECOMMENDED VENDOR

Vendors that we have successfully worked with

America's Best Contact & Eyeglasses

1901 South 72nd 474-4700

Mon-Fri 9am-7pm

Saturday 9am-6pm

Sunday 12pm-5pm

