HELP A STUDENT FUND
PROCESS FOR GLASSES

**PO:** Partnership Office

**Requestor:** TPS staff member who completed HASF request.

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**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.

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**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 72^nd^ 474-4700
Mon-Fri 9am-7pm
Saturday 9am-6pm
Sunday 12pm-5pm