



Hannaford Gift Cards & Purchase Orders



We are excited to announce that Bard College has partnered with Hannaford Supermarket in order to simplify our purchasing process, maintain sales tax compliance and allow students to easily access supplies via the Campus Shuttle.

- 1) To begin the process of purchasing from Hannaford, go to hannaford.com and add items to your cart.
- 2) After you have completed your shopping and all items are in your cart, print the page with ALL items, as well as the price, displayed.

Cart (\$30.98) ×

Pick up your Special Occasion Item as early as Tue, Feb 04 at 4 PM. Select your pickup time during checkout!

Special Items

	Serves 16-20 Assorted Bagel Platter Calories: 90 - 340, Serving: 1 Serving See Detailed Calorie Info	Qty: 1 \$17.99
	Serves 14-16 Pastry Platter Calories: 60 - 70, Serving: 1 Serving See Detailed Calorie Info	Qty: 1 \$12.99

Order Information

Special Occasion Subtotal	\$30.98
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Taxes, coupons, and rewards applied at time of pickup.

\$30.98
Estimated Total

Checkout

Continue Shopping

Empty Cart

- 3) Attach your Hannaford cart to a standard Student Association Purchase Order form (the yellow form).

- 4) When filling out the section below, simply input your name as the “individual to ship items to” and write *Hannaford gift card for x event* at the bottom. You MUST specify if you want a physical gift card OR an e-gift card.

All information MUST be completed or your Purchase Order will not be processed.

NAME OF INDIVIDUAL TO SHIP ITEMS TO:

IF RESTAURANT ORDER: HAS ORDER BEEN PLACED: _____ DOES RESTAURANT ACCEPT

AMERICAN EXPRESS: _____

NAME ON ORDER: _____ TIME OF DELIVERY: _____

LOCATION OF DELIVERY: _____
Hannaford gift card for event on 3/6

Reason for Purchase: _____

- 5) Submit your Purchase Order like usual. Once your purchase has been approved by the Fiscal Committee *and* the Purchasing Department, you will receive an email containing EITHER an e-gift card, or an email informing you that your gift card is ready for the EXACT AMOUNT represented in your cart.

- 6) You will receive an email from purchase@bard.edu with a tax-exempt form specifically for Hannaford. Note: **THIS IS THE ONLY TIME THAT YOU SHOULD BE USING A TAX-EXEMPT FORM.** If you do NOT use the form, you will be responsible for all taxes.

New York State Department of Taxation and Finance
New York State and Local Sales and Use Tax
Exempt Organization Exempt Purchase Certificate

ST-119.1 (10/11)

101367

Single purchase certificate
 Blanket certificate

Your exempt organization number is not your federal employer identification number (see instructions).

Exempt organization number (8-digit number issued by the New York State Tax Department)
EX - 1 0 1 3 6 7

Name of seller Hannaford	Name of exempt organization/purchaser Bard College
Street address	Street address 30 Campus Road, PO Box 5000
City State ZIP code	City State ZIP code Annandale on Hudson, NY 12504

- 7) Please keep in mind that if you purchase anything additional that is NOT reflected in the cart that was submitted, you are then responsible for any additional purchase and will need to submit a Student Check Request form to get reimbursed.

