

Purchase Requests

As requests increase, submitting them accurately helps us process everything on time. Below are the key guidelines to keep in mind:

One Vendor = One Request

- Combine all items from the same vendor.
- Use Shareable Wishlists
- No screenshots or PDFs. Google Docs with links are fine.

Amazon = Wishlist Only

- Not a registry. Turn off:
 - "Keep purchased items on your list"
 - "Don't spoil my surprises"

Invoice Total Must Match

- No partial invoices.

Subscription Boxes

- These will be ordered as new subscriptions. Duplicate shipments may occur if the student has previously been subscribed.

Furniture & Supplies

- Must be student-specific and reasonable for this school year.
- Bookshelf = 1 unit (~2.5' x 8'); no wall systems, pantries, or closets
- Desk = student-sized; no hutches, buffets, or credenzas
- We can't log in or create vendor accounts

No Digital-Only Products

- If digital content is included with a book, you won't have access if ordered via purchase request.

No Special Vendor Requests

Orders must be simple and follow standard procedures.

Review full guidelines here and update requests as needed to avoid delays. Thank you for your help.

Vendor Attestations

Vendors were asked to submit their attestation by September 12.

If your vendor hasn't completed it or encounters issues, please have them contact Jessica at jessica@childrenfirsteducationfund.org for assistance. Thank you.

The link and additional information regarding the vendor attestations can be found [here](#).

Date Reminders

- **Reimbursement Requests:** Submit by 10 PM on the **last day of the month** to receive payment by the **25th of the following month**.
- **Purchase Requests:** Submit by 10 PM on the **15th of each month** to ensure fulfillment by the **end of that same month**.

Calling for Questions?

We're experiencing a high volume of calls right now.

If we're unable to answer right away, please leave a message, this helps us return your call more quickly and assist you more efficiently. Thank you for your patience!

CHECK OUT OUR CHATBOT HERE:

[CLICK HERE](#)



VENDOR SPOTLIGHT



📍 FAIRFIELD

Learn Joy Tutoring

Learn Joy Tutoring is dedicated to helping students unlock their full potential through expert reading and spelling instruction, with a focus on dyslexia support.



📍 OREM

Tutoring with Miss Emily

Tutoring by Miss Emily offers personalized, in-home and online tutoring services designed to help students build confidence, improve grades, and develop a lifelong love of learning.



📍 ONLINE ONLY

Libraries of Hope

Libraries of Hope exists to gather and support a growing community of families who are rediscovering the lost art of educating the heart.



📍 ONLINE ONLY

Reading Ramp

The Reading Ramp Curriculum Portal is an all-in-one, research-backed online program designed to make tutoring easier, more effective, and way more fun.