

## Houston Chronicle Subscription Ordering Instructions

**Commodity #300-015**



The Houston Chronicle no longer accepts purchase orders, as in the past. They must have payment in advance. Do NOT pay with a credit card.

Vendor #00000887      Houston Chronicle Subscriptions  
Comment Line:      SEND CHECK / Attachment

Notes Area:      **\*\*DO NOT FAX PO\*\***  
                         **SEND CHECK**

There are two ways to order subscriptions:

1. If you have received a renewal invoice for payment for an upcoming subscription, a purchase order may be issued and Accounts Payable will send the check with your invoice when the backup is forwarded as an “attachment” to the purchase order.
2. If you need a new subscription to setup service, contact (713) 362-7211. Enter a requisition/purchase order so a check will be issued from Accounts Payable to start the service. They will ask the number of days for delivery and quote the price.

**NOTE:** It is an option to manage your deliveries (summer and holidays) to specify days throughout the year that it should be delivered. Use the Vacation Hold/Restart link to manage your account:  
<https://myaccount.houstonchronicle.com/Login.aspx>

Please contact CISD Purchasing Dept. if you have any questions.