

HOME DEPOT ORDERING INSTRUCTIONS

OMNIA Contract #16154 X12/26

Buyer: Katy LaBorde

One Time Use Purchase Order Guidelines:

1. Maximum amount of Purchase order is \$500.00
2. If you do not spend the entire amount of the One Time Use Purchase Order the funds not used will be returned to your account upon payment of the invoice.
3. One Time use purchase orders can only be used at the following 3 locations
 - a. The Woodlands Store #6516
 - b. Conroe Store #508
 - c. Magnolia Store #6819
4. Items not allowed:
 - a. Gift Cards
 - b. Tool Rental
5. Check out location
 - a. All purchases must be done at the Pro Desk
 - b. Hours for One Time Use Purchase orders are 6am to 6pm
 - c. Purchase order must be used within 20 days of issue
6. Required Document
 - a. Printed purchase order with the name of the person picking up the order
 - b. CISD Employee badge – the name on the badge must match the name on the purchase order
7. All paperwork needs to be turned into Accounts Payable within 5 days of the purchase.

Line Item Purchase Order Guidelines:

1. All line item purchase orders will be filled at the Woodlands Store.
2. **Only items that are in stock at the store may be purchased. We can no longer purchase items that have to be special ordered from their website.**
3. Contact Ruben Manta or Chris Garcia for quotes
 - a. Phone: 936-321-7404
 - b. eMail: ProDS_6516@homedepot.com
 - c. Provide them with the name of the person picking up the order or the ship to address for the order. *All orders that do not include lumber or appliance should be shipped to the Warehouse.*
4. Enter a line item purchase requisition and attach a copy of the quote to the purchase requisition. Enter the quote number in the “Notes” of the requisition
5. If picking up the order follow Open Purchase Order instructions 5 to 7 (see above)

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OMNIA Contract #16154 X12/26

Buyer: Katy LaBorde

Purchase Requisition Entry:

Vendor number: 60005257

Comments: OMNIA Contract #16154 x12/26

Commodity Code: 450-006 Building Materials, Tools, Hardware & Supplies

Commodity Code: 450-042 Welding Materials & Supplies

Notes Section: All the information in the box below must be put in the Notes Section on the purchase requisition (this information can be copied and pasted into the requisition)

- Purchases must be done at the Pro Services desk from 6am-6pm
- PO Only accepted at the following locations: The Woodlands 6516, Conroe 508, or Magnolia 6819.
- CISD Employee must have CISD ID badge at time of purchase. Without CISD badge the purchase cannot be made.
- CISD Employees must have a printed purchase order.
CISD Maintenance employees will have a Verbal IPO.
- Purchase orders cannot be older than 20 days
- NO GIFT CARD SALES
- NO TOOL RENTALS

Description:

One Time Use Purchase Order:

One time use Purchase Order for (list brief description of items being purchased)

Order to be picked up by (list full name of person picking up order, must match name on CISD Badge)

Location of Store – only list one location

The Woodlands Store #6516

Conroe Store #508

Magnolia Store #6819

Line Item Purchase Order:

Enter a line item purchase requisition

In the “Notes” enter the quote number

If the order is being picked up put the name of the person picking up the order in the “Notes”

All orders that do not include lumber or appliances should be shipped to the Warehouse. If the order is being delivered to the school put the name and phone number of the person that Home Depot should contact to arrange delivery in the “Notes”

Attach a copy of the quote to the purchase requisition