

# LOWES ORDERING

## LOWES

### 1. Open Purchase Order

- a. \$500.00 maximum, contact purchasing for approval if you need a PO for more than \$500.00 (ex: Theater set building)
- b. One time purchase, one purchase order per purchase.
- c. You cannot take 3 \$500.00 purchase orders to Lowes and purchase \$1500.00 worth of supplies all at one time.
- d. An employee **MUST** take the original white PO with the required signature to Lowe's Pro Desk (located by the Lumber entrance). Employee must show their CISD school badge upon checkout and it must match the shipping address on the purchase order. An open purchase order may not be used more than once. All paperwork and receipts should be submitted to Accounts Payable within 5 days of the purchase. Funds not used will be returned to your account upon payment of the invoice.

### 2. Order with a line item purchase order.

- a. You can place an order for any dollar amount.
- b. Contact Rhonda Symons, [rhonda.k.symons@store.lowes.com](mailto:rhonda.k.symons@store.lowes.com) for a quote and make sure to specify if you need it to be delivered. Copy Michell Bassett on all quote requests [janet.m.bassett@lowes.com](mailto:janet.m.bassett@lowes.com). All Purchase Orders are emailed to the Conroe Store so do not contact any other location for a Quote.
- c. All orders that do not include Lumber, Appliance, or Heavy Items should be shipped to the Warehouse.

If you have any questions or encounter a problem, please call Katy LaBorde @ 936-709-7748.

Our current Lowe's service representative is:

Conroe – Rhonda Symons – [rhonda.k.symons@store.lowes.com](mailto:rhonda.k.symons@store.lowes.com) 936-442-5119

Quotes from Lowes are only valid for 3 days. If the quote is for **NON-LUMBER** Type items the quote may be honored for up to 10 days. If unsure of the quote status, contact Rhonda Symons for approval.

# LOWE'S ORDERING INSTRUCTIONS

(District-Wide Purchases)

## RFP #23-04-03 – Building & Welding Materials, Tools, Hardware & Supplies OR TCPN CONTRACTED PRICING

The open PO spending limit is \$500.

### **OPEN PURCHASE ORDER ENTRY**

**PROCEDURE:** “Requires original written purchase order with the Store Number, name of person picking up the items printed on the order, and the Expiration Date of order.”

Please type this information in the Description area using the following sequence:

The Vendor number is #90007201

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

Commodity Code: 450-042 Welding Materials & Supplies

Notes: RFP #23-04-03

- **Description:**

Lowe's Store: # \_\_\_\_\_ (#0232 - Conroe OR #1515 - 242TW)

Name of Person to pick up the goods \_\_\_\_\_ (must show school id)

TCPN #Contact Purchasing for number

Account Phone #Contact Purchasing for number

Tax Exempt Phone #Contact Purchasing for number

### **DELIVERY PURCHASE ORDER ENTRY**

The Vendor number is #90007201

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

Commodity Code: 450-042 Welding Materials & Supplies

Notes: RFP #23-04-03

Call (Name of Person and phone number) to schedule delivery for school deliveries.

TCPN #Contact Purchasing for number

Account Phone #Contact Purchasing for number

Tax Exempt Phone #Contact Purchasing for number

- **Description:**

Enter a line item purchase requisition listing each item on the order. Ship large items to your school site.