



Purchasing TIP #29

Purchasing Procedures for the following Vendors:

Best Buy

Hobby Lobby

Lowe's

Home Depot

Reminder

BEST BUY

P-CARDS Only

1. Technology Items MUST have written prior approval from Technology Dept

Store requirements:

- Vendor Tax Exempt Form (Customer Program)
- GPISD Sales Tax and Use Tax Permit

HOBBY LOBBY

P-CARDS Only

HOBBY LOBBY CARD will be issued to district Employee

- Employee must complete log sheet
- Employee will keep card (secure at all times)
- 2 Locations (as applicable)
 - Pasadena location
 - Humble location
- Card acceptance at each location per management's discretion

LOWE'S

PURCHASE ORDERS REQUIRED

1. Procurement cards can be used for emergencies (case by case-documented).

3 Lowe's cards available for check out with PO

2. Lowe's card must be returned the same day

3. When checking out cashier will ask for:

Phone number on account is 832-386-1000

4. Scan Lowe's card - then give po # to cashier

HOME DEPOT

P-CARDS Only

1. Federal funds - MUST have written prior approval before purchase is made

2. Quote and/or Picture with a Description (helpful)

3. Delivery – prior arrangements must be coordinated before purchase at the store