

# SAN JACINTO COLLEGE

## Facilities Services

## PROCEDURE

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**MANUAL:** Facilities Services  
**TITLE:** Home Depot Procedures  
**RESP:** Assoc. Vice Chancellor – Facilities Services  
**REV. BY:** Director Support Services – Facilities Services

**POLICY NO:**  
**PROC. NO:** FS-PR-3.08  
**ORIG. DATE:** 08/04/2015  
**EFF. DATE:** 08/04/2015

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### SCOPE

Home Depot is a contracted vendor for the College. Purchases can be made using Pcards or PO's at any Home Depot location.

The provisions of this document apply to all SJCD personnel responsible for the Facilities Services and the usage thereof.

### DEFINITIONS

Pcard – Purchasing Card can be used at the normal check-out lines.

PO – Purchase order used when requesting or ordering items

The Exchange – San Jacinto College website where Purchasing Forms can be found

### I. ROLES AND RESPONSIBILITIES

Contractor's Desk – Responsible for **only** accepting PO's from employees listed on the authorized purchasers list

Facilities Employees - Responsible for providing valid ID, PO# and District Purchasing phone number 281-998-6106 must be given at contractor's desk to finalize purchase.

### II. SUPPLEMENTARY LINKS OR DOCUMENTS

**For the full list of authorized buyers at Home Depot, refer to the Maintenance Office Procedures binder at the Control Desk.**

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## **PROCEDURES**

### **I. Banner - FPAREQN**

- A. When entering a Requisition (INCLUDING SPO) you must have the following Vendor information.
  - i. Any BID#, CONTRACT#, TXMAS#, TPASS# RFP# QUOTE# BUY BOARD#, SOLE SOURCE#, TX TEA CODE, TCPN#
  - ii. Board Approved Date
  - iii. Contact name, email address and agency Phone number
  
- B. You must also have following SJC information
  - i. Documentation as of a PR, QUOTE or PROPOSAL
  - ii. Approved signature
  - iii. Coding
  - iv. Contact name, email address and phone number
  
- C. Every requisition must include the following information whether it is in Document Text or the Commodity/Accounting Screen line item area.
  - i. Who? Who provided the quote and form whom are we procuring the goods/services?
  - ii. What? Clearly state what is being procured.
  - iii. Where? Where is the service to be performed or where are the goods to be delivered and to whom?
  - iv. When? When is the service to begin and/or end?
  - v. Why? What is the purpose of purchase, ex. Special program, supplies, repair, new purchase, etc.?
  - vi. is the product to be delivered/Shipping date (for SPO use end of the budget day)
  
- D. Once you have entered the Req place all paperwork in the yellow folder at the work flow desk.
  - i. Check yellow folder daily for PO#
  - ii. Once the Req has received a PO# place paperwork in Vendor PR basket unless paperwork work states otherwise.

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## II. SUPPLEMENTARY LINKS OR DOCUMENTS

### A. The Exchange

- i. Accessible link for reference
  - a. (Double click link or copy in your web browser)
    1. <http://internal.sanjac.edu/node/5902>

### B. Purchasing Handbook

- i. Accessible link for reference
  - a. (Double click link or copy in your web browser)
    1. <http://internal.sanjac.edu/sites/default/files/226/Purchasing%20HANDBOOK%20Rev.%2010.20.16.pdf>

### C. Sales Tax Exemption Form

- i. Accessible link for reference
  - a. (Double click link or copy in your web browser)
    1. <http://internal.sanjac.edu/sites/default/files/226/Sales%20Tax%20Exemption%20Certificate%202.2016.pdf>

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